



A very faint, large watermark-like image of a classical building with four prominent columns is visible in the background of the page.

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# STUDENT HANDBOOK

MISS PETTIT



DEPARTMENT OF NURSING

FACULTY OF MEDICINE

COLUMBIA UNIVERSITY

## STAND COLUMBIA

(No. 351 in Hymn Book)

GILBERT OAKLEY WARD, '02 - - - - - *Haydn*

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

# **STUDENT HANDBOOK**

**and**

## **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**



**Department of Nursing  
Faculty of Medicine  
Columbia University**



**Presbyterian Hospital  
School of Nursing**



To the Class of 1955:

On behalf of the faculty and students of the Department of Nursing, I extend a warm welcome to each of you. We are glad to have you with us.

This handbook has been compiled for your benefit by the Student Government Association and should answer many of your questions. We ask that you read this as soon as possible so that you may acquaint yourself with some of the Maxwell Hall regulations, activities and opportunities. Questions regarding any part of this book which you wish to have explained in more detail may be taken to the Senior Class Group Leaders or to any member of the faculty.

We want you to feel at home at Maxwell Hall and hope that you will enjoy student life as much as the rest of us do. The opportunities offered are many; look around and take advantage of them. We are counting on you for support.

With very best wishes,

PATRICIA A. NUTTER, *President*  
Student Government Association

September 1952

## **STUDENT GOVERNMENT OFFICERS**

President ..... PATRICIA NUTTER  
Vice-President ..... JOYCE FLOOD  
Secretary-Treasurer ..... MARGARET DeCHANT  
Judiciary Board Chairman..... EDNA FISHBURN

## **CLASS OF 1953 OFFICERS**

President ..... RUTHANNE FARRELL  
Vice-President ..... ISABEL TOTTEN  
Secretary ..... CAROL EGGLETON  
Treasurer ..... OLIVE GLEDHILL

## **CLASS OF 1954 OFFICERS**

President ..... ANN BECKER  
Vice-President ..... BARBARA SAUER  
Secretary ..... MARGARET ROSS  
Treasurer ..... EUNICE ANDERSON

## **JUDICIARY BOARD MEMBERS**

Seniors: MARION YOUNG  
PATRICIA FRICK  
JOYCE WARD

Juniors: BARBARA ROLLING  
POLLY KNOWLTON  
SUSAN POPE

## **COMMITTEE CHAIARMEN**

Affiliating Committee ..... ELIZABETH WILKISSON  
Bible Study Group..... JANET SWENSON  
Dramatic Club ..... ANITA SEMONES  
Food and Health Committee..... JANE RUSSELL  
Glee Club ..... JOAN TINKER  
House Committee ..... MARJORIE JACKSON  
Reference Library ..... MARJORIE COBLE  
Morning Devotions ..... RUTH HUMES  
Polygon Club ..... MILDRED NETZKE  
Social Committee ..... SHIRLEY SIMON  
Student Prints ..... SYLVIA MARCUCCI

**ANNA C. MAXWELL HALL  
179 FORT WASHINGTON AVENUE  
New York 32, New York**

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Anna C. Maxwell Hall is the residence for all students in the School of Nursing. It is a twelve story building ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary and recreational facilities are in the building. These rooms are cheerful, sunny and attractively furnished. Class rooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association together are primarily responsible for the organization and smooth functioning of life in the residence. The cooperation of every member of the School is needed.

This handbook is intended to give to the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence, Miss Florence L. Vanderbilt, and the Director of Recreation, Miss Eula Rathbun, will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

Class Advisor for the Class of 1953.....Miss Ruth A. Lynch

Class Advisor for the Class of 1954.....Miss Elizabeth S. Gill

# Residence

## Rooms

1. Each student's room will be her home for the next year and should be made as attractive as possible. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Charges for damaged equipment, determined by the cost of replacement, are the responsibility of the student. Repairs should be requested in the Repair Book at the Maxwell Hall desk.
2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and pay replacement fee to the Director of Residence.
3. All valuables should be kept locked in the closet in the student's room or may be kept in the safe by arrangement with the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Only radios, clocks and record players are permitted in student rooms.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. To prevent accidents, nothing should be placed on the sills while the windows are open.
9. All food in rooms must be kept in tin containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. The use of scotch tape, tacks, etcetera, is not allowed owing to their effect.
11. Portable drying racks are a great convenience. Wet clothes may not be hung on lines, furniture or radiators.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet should be avoided.
13. Room changes:
  - a) Notification of room changes will be left in the student's mail box.
  - b) Wicker hampers may be secured from the mezzanine for moving and should be returned after use.
  - c) The north elevator may be used when changing rooms.
  - d) Keys must be exchanged at the desk.

## ***Meals***

1. The dining room for students is located in the residence.
2. Meal ticket books are issued monthly for student use. New books will be left in mail boxes the last day of each month.
3. Meal hours are:  
Breakfast: 6:30 a.m. to 9 a.m.  
Lunch: 11:45 a.m. to 1:45 p.m.  
Dinner: 5:00 p.m. to 7:00 p.m.
4. Students may entertain a limited number of guests in the dining room. Arrangements must be made ahead of time by signing in the book at the ticket desk. The rates are:  
Breakfast 35c              Lunch 55c              Dinner 75c

## ***Quiet Hours***

1. The cooperation of each student is required to insure optimum sleeping conditions from 9 a.m. to 4 p.m. and 10:30 p.m. to 7 a.m. Sleeping signs for doors of evening and night nurses are obtainable from the desk.
2. Pianos and radios in the residence may be played as follows:
  - a) Gymnasium anytime until 9 p.m.
  - b) Sturges Auditorium on week days from 4 to 10 p.m. and on Sundays from 10 a.m. to 10 p.m.
  - c) Recreation rooms anytime from 10 a.m. to 10 p.m.
3. A record player and records may be borrowed for use in the residence by signing in the Loan Book in the Office of the Director of Recreation.
4. Students are reminded that whenever a record player or radio is in use, it must be played at a low volume and that the doors to their rooms must be closed.
5. Residents are asked to please refrain from calling from the windows.

## ***Signing in and out of Maxwell Hall***

1. Each student is expected to sign out at the desk and state her destination whenever leaving the residence. The white sign-out sheet is for the use of those not expecting to take a late pass; the card

2. Late Passes:

- a) Students record the time they leave Maxwell Hall in the "out" column opposite the present date on their own card which may be found in the IN box at the desk.
- b) Each student removes her own card from the IN box and places it in the OUT box.
- c) Upon return, she signs the time of arrival in the column marked "in" opposite the present date and replaces her card in the IN box in alphabetical order.
- d) If the student has signed out on the day sheet and does not return until after 10:30 p.m. she will find her card has been placed in the OUT box. She then signs in as explained in (c) above.
- e) If she has not signed out for a 2 a.m. but has decided to take one, she must notify the night clerk at Maxwell Hall Desk of her change in plans.

3. Two o'clock privileges:

- a) Each student signs in and out as she would for a late pass.
- b) In addition to (a), she attaches a small green slip bearing the words "2 a.m." to the upper right hand corner of her card. This slip must be attached as it is the only means of knowing whether she is taking a 2 a.m. privilege. Upon her return, she detaches this slip and leaves it in the box where it may be used again.

4. Overnight privileges:

- a) Each student signs out as she would for a late pass.
- b) In addition to (a), she attaches to the upper right hand corner of her card a small pink slip bearing her name, address of her destination, the date and the time due on duty.
- c) She places her card in the OUT box.
- d) Upon return, she records the time of arrival opposite the date of that day, removes the pink slip from her card, leaves this in the OUT box, and replaces her card in the IN box.
- e) Reminder: Returning from overnights after 10:30 p.m. will be counted as a late pass.

5. Students on vacation or absent from the residence for any other reason are to sign in and out, in the Absence Book at the desk.

***Policies for Late Passes, Overnights  
and 2 A.M. Privileges***

1. Late passes and overnight privileges:

The following regulations have been formulated and are enforced by the Student Government Association. The Judiciary Board will

- a) All late passes and overnight privileges are extended to students in good standing, i.e., having acceptable clinical and academic ratings, good health records as well as being responsible citizens of the School.
- b) All late passes are granted on a monthly basis.
- c) Students may leave the residence between 7 a.m. and 10:30 p.m. Permission to leave before 7 a.m. or after 10:30 p.m. will be granted only under special circumstances by the Director of Residence or the faculty member "on call".
- d) The door to Maxwell Hall is open until 12:30 a.m. with provision for students with 2 a.m. permissions. Ring bell upon arrival and wait until the door is opened. If, for any reason, students are delayed after this time, the Presbyterian Hospital Night Director in the Nursing Office should be notified by telephone.
- e) Students may entertain guests in the reception rooms until 12:15 a.m. by signing for a late pass. The room should be left in order. This is the responsibility of the student who uses it.

## 2. Late Pass Policies:

- a) Late passes for all students begin at 10:30 p.m. and extend until 12:30 a.m.
- b) Late passes for night nurses begin at 11:30 p.m. These students should indicate "Night Nurse" in the time out column when signing out.

### c) Number of late passes:

First year, first term—date of entrance to February 1st—6 each month

First year, second term—February 1st to June—10 each month  
Second Year—15 each month

Third Year—at student's discretion

## 3. Overnight Policies:

- a) Overnight or 2 a.m. privileges may be taken when the student is off duty until 12 noon or later the following day. (All classes are considered on-duty time.)
- b) An overnight privilege may be exchanged for a late pass by notifying a member of the Judiciary Board.
- c) Consecutive days off duty:
  - 1) Three or four days consisting of two days off for the week plus one or two holidays is the maximum time off which can be granted on a service.
  - 2) Special permission from Miss Mutch in the Nursing School Office must be obtained in advance for the following:
    - a. To join days off in one week with days off for the next

- b. To join days off for two weeks with holiday intervening.
- c. To save time off from one week to add to the following week.

## ***Telephone Calls***

1. The Maxwell Hall telephone number is LOrraine 8-5600. If, for any reason, it is necessary to contact the faculty member "on call", use WAdsworth 3-2500, Extension 281.
2. Incoming telephone calls will be transferred to the residence floors between 7 a.m. and 10:30 p.m.
3. Messages will be taken for students on duty or unavailable.
4. Messages will be taken for night nurses until 4 p.m. After 4 p.m. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, sixth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

## ***Mail and Packages***

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.
2. Mail is delivered to the boxes once a day before 12 Noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 a.m. to 5:30 p.m., Monday through Friday and 8 a.m. to 12 noon on Saturdays.

## ***Checks and Money Orders***

1. Bank checks and money orders to be endorsed for identification by the Director of Residence should be left at the Maxwell Hall Desk.

2. Checks and money orders so identified may be cashed at the cashier's window in the Accounting Office of the Presbyterian Hospital, Monday through Friday from 9 a.m. to 8:45 p.m. and on Saturday from 9 a.m. to 5 p.m.
3. If the check exceeds \$100, special arrangements for cashing must be made with the Director of Residence.

## **Newspapers**

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the New York Times. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

## **Elevators**

1. Passenger elevators located on the south corridor are operated daily from 6:30 a.m. through 12 midnight.
2. The service elevator located on the north corridor may be used by students before 7:30 a.m. and after 4:30 p.m. on week days and all day Sunday.

## **Bulletin Boards**

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a) By first floor passenger elevator—important school notices.
  - b) Opposite first floor telephone booths—student government and recreational notices.
  - c) By the information desk—personal messages and telephone messages.
  - d) North corridor—class notices, assignments, and health notices, i.e., x-rays and tuberculin.
  - e) Tod Memorial Library—library notices, displays, exhibits.
  - f) South elevator lobbies on each floor—class and floor information.

## **Luggage**

1. All trunks and extra luggage must be stored in the trunk room.
2. Trunks must be unpacked, clearly labeled, and ready to be taken ~~to the trunk room~~.

3. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or Mrs. Thomas, the housekeeper, by leaving a written request at the desk.
4. Storage space will be provided for trunks and suit-cases. The fire laws do not permit storage of cartons, boxes or packages.
5. To have bags or trunks brought from the trunk room, it is necessary to write a note to Mrs. Thomas stating the room to which they are to be delivered.

## ***Laundry***

1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces.
3. Outgoing laundry boxes should be taken to the south basement corridor Monday or Tuesday of each week between 7 and 9 a.m. Clean laundry is returned at the end of the week to the south elevator lobbies on the residence floors.
4. If any articles are returned in the wrong laundry box, the student is asked to take them to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to Mrs. Thomas as soon as possible.
6. Rooms equipped for personal laundry work will be found on the new north wing on the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Ironing and pressing facilities are also provided here. Irons may be borrowed for three hour periods by signing the book at the desk.

## ***Sewing Machine***

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 11th floor sitting room, must have the approval of Miss Rathbun or a Sewing Machine Committee Member. Members of the Sewing Machine Committee will be listed in the Sewing Machine Book.
2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.
3. Needles and bobbins are supplied and should be left in the machine.
4. The committee should be notified if the machine needs repair.

## ***Kitchenettes***

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.

## ***Snack Bar***

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 p.m. daily except Saturdays and holidays.

## ***Sample Shoppe***

The Sample Shoppe in Room 654 is sponsored by the Senior Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:30 to 9:30 p.m. daily except weekends and holidays.

## ***Morning Devotions***

Morning devotions are held each morning in Sturges Auditorium at 7:50 a.m. It is hoped that everyone on duty at 8 a.m. will attend.

## **Uniforms**

### ***School Uniform***

The official Presbyterian Hospital student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white bib and apron, black shoes and stockings and a white cap. This cap, made of fine white lawn, is worn starched with a pleat in the back  $\frac{1}{4}$  inch deep. The brim is turned back just far enough to meet the fullness at the top of the pleat and is about three inches wide. White pins hold the cap in place.

After commencement in June, members of the graduating class wear white shoes and stockings with their uniform.

Each student is expected to wear her uniform proudly. Smoking in

## **Supplementary Uniforms**

For a period during the first term, a long sleeved, navy blue uniform with a white collar will be worn. This uniform will also be worn during the student's experience in the Out Patient Nursing Service at a later date. The Classes of 1953 and 1954 will wear the present gray uniforms on this service. Special uniforms for the operating room, delivery room and visiting nurse service may be secured from the Sewing Room, Monday through Friday from 9 a.m. to 12 noon and from 1 p.m. to 5 p.m. Soiled uniforms should be returned to the Sewing Room.

## **Repair**

Uniform adjustments and repairs are made in the Sewing Room in the north basement of the residence.

## **Health Service**

### **Illness**

1. A 15 bed infirmary, located on the 3rd floor south corridor, is for the use of student residents of Maxwell Hall.
2. Any illness should be reported immediately to this infirmary.
3. Graduate nurses staff the infirmary during a 24 hour period.
4. The school physician, Dr. Gwendolen S. Jones, has office hours in the infirmary daily from 10 a.m. to 12 noon. Please report any illness at this time, if possible.
5. If sent for any consultation or treatment to the clinic or doctors' offices, a personnel slip from the infirmary is to be obtained and returned.
6. A cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before going to any of the floors for appointments.
7. Students with minor illnesses allowed to remain in their own rooms are to report to the infirmary twice daily to report progress.
8. Students returning from illness or convalescence at home should report before 10:30 p.m. to the infirmary nurse on duty.
9. Written permission of the school physician or nursing faculty is a prerequisite to returning to duty following illness. Permission is also required for leaving the residence.
10. Late pass privileges following illness will be returned to the student at the discretion of the Director of Health or the faculty member "on call".

## *Sick Time Allowance*

1. Thirty days sick time is allowed for three year students. Twenty days sick time is allowed for twenty-eight month students. This time is cumulative for the three year period.
2. Sick time will be granted when the student is ill in Maxwell Hall or the hospital or if she is sent home or elsewhere on sick leave upon recommendation of the school physician.
3. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours if this absence is to be credited as sick time. If she is seen at home by the family physician, the student must obtain a written certificate from the doctor.
4. In case of death in the family, the student will be granted three days absence to be counted against her 30 day sick allowance. This means only when death is in immediate family.
5. Off duty with dysmenorrhea or sunburn is recorded as absent time and must be made up.

## **In Case of Emergencies**

### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the first floor lobby of Maxwell Hall.
  2. Civilian Defense directions may be found posted on all bulletin boards.
- N.B. In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or the infirmary after midnight.

## **Remunerative Work**

Following the first term of the first year, appointments for babysitting for the professional staff of the medical center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation. Student need and

## **Co-curricular Activities**

### **Clubs**

1. The *Polygon Club*, of which every student is automatically a member, sponsors bridge and canasta parties and also ping-pong and tennis tournaments throughout the year.
2. For those interested in music, the *Glee Club* meets once each week. They sing the best in choral music including folk songs, choruses from oratorios and semi-classical selections and usually have several concerts a year.
3. *The Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show. Everyone is welcome to join.
4. *Bible Study Group* meets weekly and offers to all students Christian fellowship and the opportunity of joining with others in the reading of the Bible.
5. *Newman Club*, a Columbia University activity, meets weekly on the campus of the University. Students will be especially interested in the discussion groups, movies and other activities that give them an opportunity to meet other professional groups at Columbia.

### **The Social Committee**

This committee plans all social activities within Maxwell Hall for the entire year. These include formal and informal dances, teas, student-faculty dinners, the annual hobby show, perhaps a fashion show at which the students are models and other activities that students express the desire to have and support.

### **Other Recreational Opportunities**

1. Maxwell Hall swimming pool
  - a) Maxwell Hall residents may enjoy recreational swimming in daytime or evening periods under the supervision of an approved Red Cross life-guard.
  - b) A Red Cross life saving course offered each fall accommodates students who wish to qualify as pool guards.
  - c) An aquacade or swimming meet is given each year with swimmers from all classes participating.
2. Tennis Courts
  - a) Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play.

### 3. Picnics

- a) The food service will provide lunches for students who wish to go on picnics during the summer months.
  1. Request slips are at the desk and must be filled out 24 hours in advance.
  2. Meal tickets for the appropriate day are attached to the request.
  3. For week-end picnics, requests must be in before 5 p.m. Friday.
  4. No more than 10 requests for morning picnics and 10 requests for afternoon picnics can be filled.

### 4. Sun Bathing

This may be enjoyed on the roof of Maxwell Hall. Beach mats are available for the students but must be returned to the closet after use. Maxwell Hall pillows and blankets may not be taken from the student rooms.

### 5. Station Wagon

The station wagon is owned by the Department of Nursing and is available to the students for trips to beaches, picnic areas, ski and hiking centers and other places of interest. Miss Eula Rathbun, Director of Recreation, aids in planning these trips and drives the station wagon. The cost of the trip is shared by those who go.

## *Publications*

1. *Vital Signs* is the monthly bulletin which provides the news of the residence, the students, the calendar of coming events and other interesting information.

2. *Student Prints* is the literary publication written and edited by the students.

N.B. All contributions to either of the above named publications will be welcomed. Contests with prizes are held each year for the best short stories and poems submitted. Artistic talent is also appreciated, for *Student Prints* contains drawings and illustrations.

3. *Starch and Stripes* is the yearbook published annually under the sponsorship of the Senior Class.

## **Libraries**

### *Tod Memorial Library*

1. This reference library is located on the 1st floor north wing of the residence. The hours are 8 a.m. to 10 p.m. daily.

## **Medical School Library**

1. Students are encouraged to use the Medical School Library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University.
2. Medical School Library hours are:

Monday through Friday 8:30 a.m. to 10 p.m.

Saturday 9:00 a.m. to 6 p.m.

Sunday 12:00 p.m. to 5 p.m.

## **Public Library**

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

## **The Chapel**

The *Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the garden. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 p.m.

## **Churches**

Churches of all denominations are accessible. Complete lists are posted on Saturday of each week on the bulletin board opposite the telephone booths on the first floor.

## **Visitors**

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the hospital by students in uniform, provided the students first receive permission from the Director of Residence or the faculty member "on call" or the Nursing Office.
2. Guests visiting students in their rooms are expected to leave by 10:30 p.m.

## **Transportation to Medical Center**

### **Buses**

1. Fifth Avenue buses which reach the Medical Center are #2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

### **Subway**

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.
2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

### **General Information**

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.
2. Bicycles may be stored in the Maxwell Hall sub-basement storage room.

### **Shops at Medical Center**

The Alumnae Shops on the main floor of Presbyterian Hospital, Harkness Pavilion and the Neurological Institute carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full stock of textbooks and all other student supplies and is open daily from 9 a.m. to 5 p.m.

The Beauty Shop, open to patients and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

## Vacations

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to Mrs. Thomas. Please pack trunks in the hall; do not take them into the room.
2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases, trunks and books in packages.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a) Notice to this effect to be left at the Maxwell Hall desk on the morning of the day before departure.
  - b) Luggage must be locked and ready to go by 10 a.m. on the day of departure.
  - c) At least two tags, legibly printed, must be affixed.
6. Keys are to be left at the desk when signing out.
7. Complete address must be legibly written in the Absence and Vacation Book at the desk.
8. Residents are expected to be in Maxwell Hall by 10:30 p.m. on the evening before the day scheduled for duty.
9. Students must report to the Nursing School Office before leaving for vacations and on returning to duty.

**CONSTITUTION**  
of the  
**Student Government Association**  
**Department of Nursing**  
**Faculty of Medicine**  
**Columbia University**  
**Presbyterian Hospital**  
**School of Nursing**

**PREAMBLE**

We, the students of the School of Nursing, in order to promote the well being of the School and to increase cooperation among its members, do organize as the Student Government Association of the School of Nursing and establish this constitution.

The Association has been entrusted by the faculty of the School with the management of certain matters concerning the conduct of the students in their school life.

The student entering the School of Nursing accepts the privilege and obligation of self-government under an honor system. She must inform herself as to the academic and non-academic responsibilities which are matters of student honor. The regulations which the Association has established represent the recognized ethical standards governing student life. Since the members of the Student Government Association may at any time change these regulations if they so desire, they are bound to uphold them as long as they stand. The maintaining of these claims of school honor, therefore, rests upon the acceptance by each student of two obligations: the obligation to conform in her own conduct to the standards of school honor; and the obligation to cooperate in holding others to these standards.

Success or failure depends upon the sense of responsibility of each student.

The honor system is understood to apply not only to matters of regulation, such as quiet hours, late passes and overnight passes, but to all personal conduct affecting the good name of the school, such as behavior on and off duty and honest academic achievement.

## BY-LAWS

### ARTICLE ONE

SECTION I. The Association shall consist of all student nurses in the school. Membership shall continue until the student receives her pin.

SECTION II. The Association shall hold a regular meeting the first week of January, March, May and November, and the second week of September, and special meetings at the discretion of the Council.

All students off duty are expected to attend unless personally excused by the President twenty-four hours prior to the meeting. For unexcused absence a student shall lose one weeks' late passes including overnight privileges.

SECTION III. The Officers of the Association shall be:

President

Vice-President

Secretary-Treasurer

Chairman of the Judiciary Board

SECTION IV. The Officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office after graduation in June.

SECTION V. The President of the Association shall not be eligible to any other office, either in her own class or in the Association, and must on election resign from any she may hold at the time.

SECTION VI. The annual election of Officers of the Association shall be held in May. The President, Vice-President, and Chairman of the Judiciary Board to be elected from the Senior Class, completing the nursing course in September, and the Secretary-Treasurer from the school at large.

Section VII. Nominating Committee.

- A. Not less than two weeks before the annual election the President shall appoint a nominating committee consisting of the President of each class and two other members from the Freshman and Junior Classes.
- B. This nominating committee shall present at least two names for each office—the list to be sent to the faculty for approval and posted one week before the annual election.

## ARTICLE TWO

SECTION I. There shall be a council consisting of the Professor of Nursing, the officers of the Association, the president of each class, the Director of Residence, and any persons invited by the presiding officer.

SECTION II. The President of the Association shall be Chairman of the Council.

SECTION III. The duties of the Council shall be—

1. To uphold and maintain the standards of the School of Nursing.
2. To advise and direct when necessary the activities of the Executive Board.

SECTION IV. The Student Government Association shall have power to levy penalties for infraction of rules; this power to be subject to the approval of the Professor of Nursing, and the School as a whole, when desired.

SECTION V. Attendance of two-thirds of the members of the Council shall constitute a quorum.

SECTION VI. The Council shall meet on the second Tuesday of February, April, October and December and on the third Tuesday of June.

SECTION VII. No separate dues shall be collected by the Student Government Association. The annual budget of the Department of Nursing covers the cost of general student activities.

## ARTICLE THREE

SECTION I. There shall be an Executive Board consisting of—

1. The four officers of the Senior, Junior and First Year Classes.
2. The Chairmen of the following committees: Devotions, House, Food and Health, Reference Library, Social and Affiliating.
3. The President and Vice-President of Student Government.
4. The Editors of "Student Prints" and "Vital Signs".
5. The Director of Residence upon invitation.

SECTION II. The Vice-President of the Student Government Association shall be the Chairman of the Executive Board.

The Secretary of the Student Government Association shall be the Secretary of the Executive Board.

SECTION III. The affiliating students shall be represented on the Executive Board by the Director of Residence if

SECTION IV. Any other group of students not a part of the Executive Board shall be represented on said Board by a member of the group appointed by the Vice-President.

SECTION V. The duties of the Executive Board shall be—

1. To coordinate student community activities.
2. To discuss matters pertaining to the welfare of the students.
3. The Executive Board shall meet on the first Tuesday of February, April, October and December and on the second Tuesday in June to discuss reports from each class and committee, and to act as a coordinating group for projects of the student body.
4. The Director of Residence shall meet with the Board at the request of its Chairman and shall be ready upon invitation to advise members of this Board.

SECTION VI. The duties of officers and committee chairman shall be:

1. The President of Student Government shall appoint all committee chairmen with the exception of the Judiciary Board Chairman who shall be elected by the student body in the spring Student Government elections.
2. The President, in appointing committee chairmen should consider recommendations of retiring chairmen and class presidents and submit these recommendations for faculty approval.
3. The Student Social Committee with the Director of Recreation and Class Faculty Advisors shall schedule and conduct social activities for all students.
  - (a) The Glee Club Chairman,
  - (b) The Dramatic Club Chairman,
  - (c) and the Polygon Chairman and Committees shall assist the Social Committee in selecting and conducting extracurricular events which reflect student interests,
  - (d) The Affiliating Committee Chairman shall select representatives from each class to assist her and the Director of Recreation in welcoming affiliating students upon their arrival each month.
4. The Lending Library Committee shall operate a Fiction Library, where students may borrow books for recreational reading.
5. The Student Library Committee with a faculty committee shall supervise the professional reference library of Maxwell Hall. Duties include cataloging, lending and checking books, proctoring evening hours and recommending purchase of news books and

6. The Judiciary Chairman with a board of two students from each class plus an alternate from each class who are chosen with faculty approval by the Student Council shall meet monthly to discuss offenses and enforce all Student Government regulations. The First Year Class will not hold membership until after they are officially welcomed into the Student Government Association.

The Judiciary Proctors from each class shall keep records of overnight and late pass privileges, and when in doubt in granting permission should consult with the Judiciary Chairman.

7. The Student House Committee Chairman with representatives from each floor, elected in October shall be
  - a. responsible for the use, order and upkeep of kitchenettes, laundries, sitting rooms and student bed rooms.
  - b. have jurisdiction over noise in the Residence. Each student shall act as floor proctor for one week.
  - c. the shelves outside the dining room are to be cleared by 10 p.m. every night. Members of the House Committee will collect all articles after this hour and keep them until claimed by the owners. A fine of 25 cents will be charged for each article not claimed within three days.
8. The Devotions Committee shall arrange morning devotions.
9. The Food and Health Committee with the Directors of Residence and Nutrition shall have responsibility for promoting healthful living.

## ARTICLE FOUR

SECTION I. There shall be three class organizations, Freshman, Junior and Senior.

SECTION II. The Officers of the Junior and Senior Classes shall be elected in June and shall take office immediately. The Officers of the Freshman class shall be elected before the Student Government welcoming and shall take office the day after this welcoming. Nominations for class officers shall be sent to the faculty for approval two weeks before election is held.

SECTION III. The Executive Committee of each class shall meet at the discretion of the President to discuss matters pertaining to its welfare.

SECTION IV. The Director of Residence shall attend meetings at the request of the presiding officer and shall be ready upon invitation to

## ARTICLE FIVE FRESHMAN CLASS

SECTION I. The purpose of the Student Government Association shall be reviewed with the Freshman Class in their first week after arrival.

SECTION II. The Student Council shall appoint four members of the First Year Winter Session class as follows:

One candidate in Group A, two in Group B and one in Group C who will meet and choose a temporary chairman from this board of four. This board will direct class activities until the Student Government welcoming.

## ARTICLE SIX

Amendments will be proposed and posted two weeks before the student government meeting at which time they will be voted upon.

A vote of two-thirds of the members of the Association is necessary to amend this Constitution.

## ARTICLE SEVEN

Parliamentary procedure is to be followed in the Student Government Association meetings according to Roberts' Rules of Order.

## ARTICLE EIGHT

All students who will not conform to the Student Association regulations shall be suspended from the Association and shall become directly responsible to the Faculty.

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“P.H.” HYMN

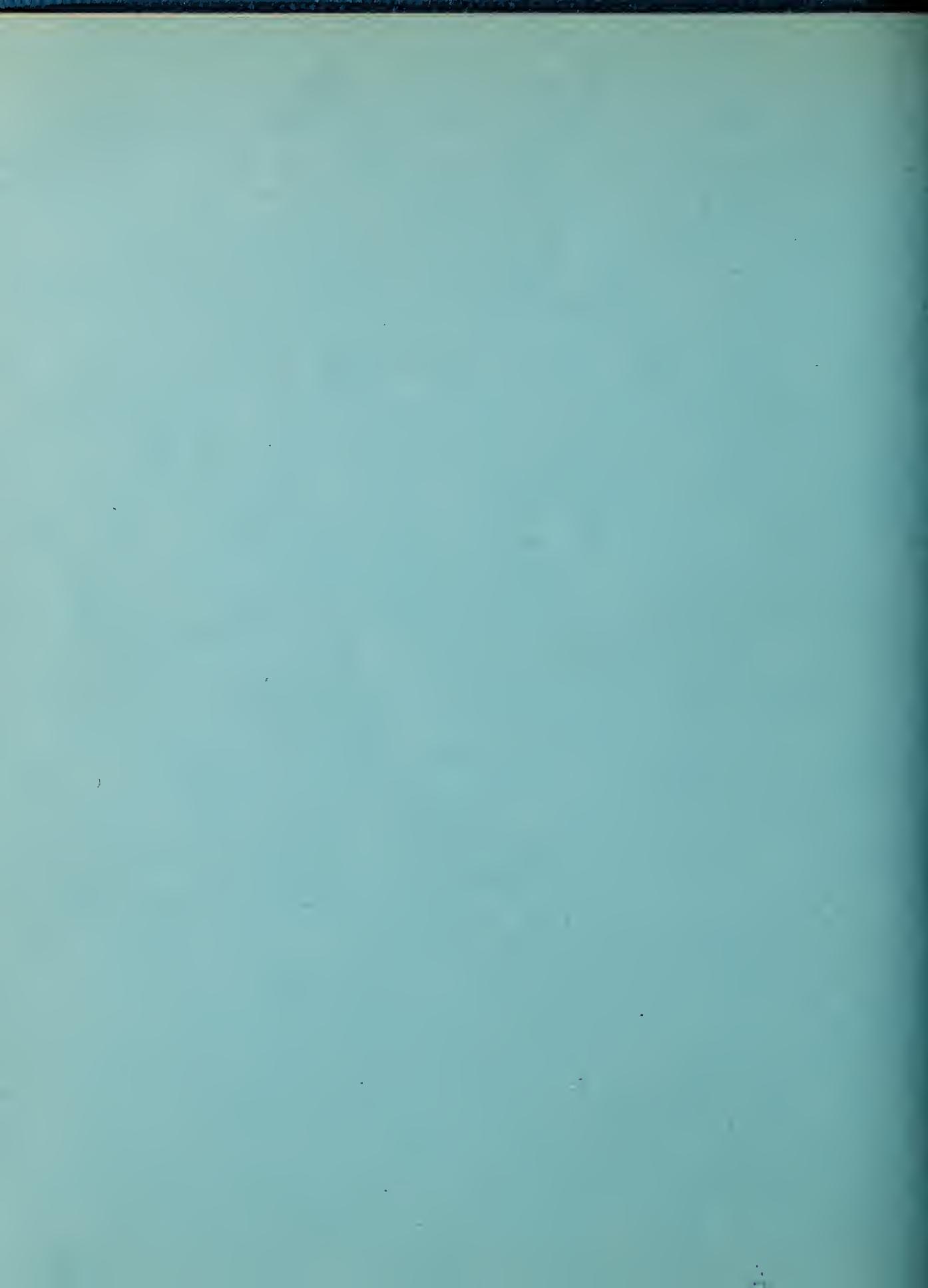
Tune: Dear Lord and Father of Mankind

Cecile Covell, '26

Dear Alma Mater from whose heights  
All healing grace descends,  
Enduring may thy help abide,  
Reflect in us thy power to guide  
Humanity as friends.

Across the shifting sands of time  
The forward pathway leads,  
With courage, faith and will our guard  
As “Neighbors” serve without regard  
To color, race or creeds.

Oh, grant us Lord that we may feel  
Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
Our last Commencement Day.



# STUDENT HANDBOOK

DEPARTMENT OF NURSING • FACULTY OF MEDICINE

COLUMBIA UNIVERSITY

PRESBYTERIAN HOSPITAL • SCHOOL OF NURSING



## STAND COLUMBIA

(No. 351 in Hymn Book)

GILBERT OAKLEY WARD, '02 - - - - - Haydn

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

# **STUDENT HANDBOOK**

**and**

## **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**



**Department of Nursing  
Faculty of Medicine  
Columbia University**



**Presbyterian Hospital  
School of Nursing**



**TO THE CLASS OF 1956:**

Welcome to Maxwell Hall! We are happy to greet you and hope that you will enjoy life here as much as we will enjoy having you.

This student handbook is offered as an aid in answering many of your questions about activities, privileges, and regulations at Maxwell Hall. If you should have other questions or problems, your Big Sisters, Group Leaders, or faculty members will always be ready to help.

The members of the faculty and student body of the Department of Nursing are glad to have you join us and know that through mutual cooperation your student life at Maxwell Hall will be a happy one.

With very best wishes,

*Nancy Halsted*  
*President*

Student Government Association

September 1953

## STUDENT GOVERNMENT OFFICERS

<i>President</i>	.	.	.	.	.	.	NANCY HALSTED
<i>Vice-President</i>	.	.	.	.	.	.	MIRIAM RUBIDGE
<i>Secretary-Treasurer</i>	.	.	.	.	.	.	ALICE RINEHART
<i>Judiciary Board Chairman</i>	.	.	.	.	.	.	BARBARA SIMPSON
<i>Elected Delegate</i>	.	.	.	.	.	.	ELIZABETH WILKISSON

### CLASS OFFICERS

1954

<i>President</i>	.	.	.	.	.	.	MARJORIE JACKSON
<i>Vice-President</i>	.	.	.	.	.	.	MADELINE MAURER
<i>Secretary</i>	.	.	.	.	.	.	MARY FELSING
<i>Treasurer</i>	.	.	.	.	.	.	JUNE MOORE

1955

<i>President</i>	.	.	.	.	.	.	ANN MULVIHILL
<i>Vice-President</i>	.	.	.	.	.	.	ANN SCHUMACHER
<i>Secretary</i>	.	.	.	.	.	.	BEVERLY ROBERTS
<i>Treasurer</i>	.	.	.	.	.	.	ALICE SCHWEIGHOFER

1956

<i>President</i>	.	.	.	.	.	.	
<i>Vice-President</i>	.	.	.	.	.	.	
<i>Secretary</i>	.	.	.	.	.	.	
<i>Treasurer</i>	.	.	.	.	.	.	
Class Adviser for the Class of 1954							MISS ELIZABETH S. GILL
Class Adviser for the Class of 1955							MISS JOSEPHINE C. BROWN
Class Adviser for the Class of 1956							

### JUDICIARY BOARD

<i>Chairman</i>	.	.	.	.	.	.	BARBARA SIMPSON
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#### MEMBERS:

CLASS 1954	CLASS 1955	CLASS 1956
1. Lorraine Jacobson	1. Mary Mackie	1.
2. Mary Knowlton	2. Nancy VanDuyne	2.
ALTERNATES	ALTERNATES	
1. Shirley Stevens	1. Martha Bach	1.
2. Ann Crumblish	2. Joan White	2.
3. Helen Searls	3. Ruth Reifsnyder	3.

## HONOR COUNCIL

### CLASS 1954

1. Joan Stewart
2. Sylvia Marcucci

### CLASS 1955

1. Kay Nord

### CLASS 1956

- 1.

## FACULTY:

1. Miss Ruth Lynch
2. Miss Helen Pettit

## COMMITTEE CHAIRMEN

Affiliating	Evelyn Hamrick
Bible Study	Joan Tinker
Bulletin Board	Susanne Nealy
Dramatic Club	Joanne Little
Glee Club	Esther Rosengren
House	Cornelia Berrien
Library-Lending	Eleanor Morris
Library-Reference	Mary Marcelon
Co-Chairman	Madeline Maurer
Morning Devotions	Florence Drake
Polygon Club	Christine Church
Co-Chairman	Ethel Wain
Pool Committee	Victoria Killip
Social	Dorothy Wells
Station Wagon	Betty Lee
Student Health	Joan Ball
Student Prints	Evalyn Clark
Thrift Shop	Marianne Taft
Vital Signs	Marlene Atwood

**ANNA C. MAXWELL HALL  
179 Fort Washington Avenue  
New York 32, N. Y.**



Anna C. Maxwell Hall is the residence for all students in the School of Nursing. It is a twelve story building ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary and recreational facilities are in the building. These rooms are cheerful, sunny and attractively furnished. Class rooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association assume over-all responsibility for the organization and smooth functioning of life in the residence. Group leaders, selected from the Junior Class, aid the incoming class to adjust to their new responsibilities and acquaint them with activities.

This handbook is intended to give to the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence, Miss Florence L. Vanderbilt, and the Director of Recreation, Miss Eula Rathbun, will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

## **RESIDENCE**

### ***Rooms***

1. Each student's room will be her home for the next year and should be made as attractive as possible. All linen, except wash cloths, are provided. Clothes hangers, bed spreads and window draperies may be provided by the individual student. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Charges for damaged equipment is

determined by the cost of replacement and is at the individual's expense. Repairs should be requested in the repair book at the Reception Desk.

2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and pay replacement fee to the Director of Residence.
3. All valuables should be kept locked in the closet in the student's room or may be kept in the safe by arrangement with the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Only radios, clocks and record players are permitted in student rooms.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. To prevent accidents, nothing should be placed on the sills while the windows are open.
9. All food in rooms must be kept in tin containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. The use of scotch tape, tacks, etcetera, is prohibited.
11. Portable drying racks are a great convenience, since furniture should never be used for this purpose.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet are a hazard in this respect.
13. Room changes:
  - a. Notification of room changes will be left in the student's mail box.

- b. Wicker hampers for moving may be secured from the mezzanine and should be returned after use.
- c. The north elevator is recommended when moving.
- d. Keys are exchanged at the Desk.
- e. Furniture is not transferable from room to room.

### *Meals*

- 1. The dining room is located in the residence.
- 2. Meal ticket books are issued monthly and will be left in mail boxes the last day of each month.
- 3. Meal hours are:

Breakfast:	6:30 A.M. to 9 A.M.
Lunch:	11:45 A.M. to 1:45 P.M.
Dinner:	5:00 P.M. to 6:45 P.M.

Only students delayed on duty will be admitted between 6:45-7:00 P.M.

- 4. Students may entertain guests in the dining room. Arrangements must be made in advance by signing in the book at the ticket desk. The rates are:

Breakfast 35c	Lunch 55c	Dinner 75c
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### *Quiet Hours*

- 1. The cooperation of each student is required to insure optimum sleeping conditions from 9 A.M. to 4 P.M. and 10:30 P.M. to 7 A.M. Evening and Night Nurse SLEEPING signs may be obtained from the desk.
- 2. Pianos and radios in the residence may be played as follows:
  - a. Gymnasium until 9 P.M.
  - b. Sturges Auditorium on week days from 4 to 10 P.M. and on Sundays from 10 A.M. to 10 P.M.
  - c. Recreation rooms from 10 A.M. to 10 P.M.
- 3. Students are reminded that whenever a record player or radio is in use, it must be played at a low volume and the door to the room must be closed.
- 4. Residents are asked to refrain from calling from the windows.

## *Policies for Late Passes, Overnight and 2 A. M. Privileges*

### 1. Late passes and overnight privileges:

The following regulations have been formulated and are enforced by the Student Government Association.

- a. Students may leave the residence between 7 A.M. and 10:30 P.M. Permission to leave before 7 A.M. or after 10:30 P.M. will be granted only under special circumstances by the Director of Residence or the Faculty member "on call."
- b. The door to Maxwell Hall is open until 12:30 A.M. with provision for students with 2 A.M. permissions. Ring bell upon arrival and wait until the door is opened. If, for any reason, students are delayed after this time, the Presbyterian Hospital Night Director in the Nursing Office should be notified by telephone.
- c. Students may entertain guests in the reception rooms until 12:15 A.M. by signing for a late pass. The room should be left in order.
- d. All late passes and overnight privileges are extended to students in good standing, *i.e.*, having acceptable clinical and academic ratings and a record of good health and citizenship.
- e. All late passes are granted on a monthly basis.

### 2. Late Pass Policies:

- a. Late passes for all students begin at 10:30 P.M. and extend until 12:30 A.M.
- b. Late passes for night nurses begin at 11:30 P.M. These students should indicate "Night Nurse" in the time out column when signing out.
- c. Number of late passes:

First year, first term—date of entrance to February 1st—6 each month

First year, second term—February 1st to June—10 each month  
Second Year—15 each month

Third Year—at student's discretion

(Privileges begin the day following graduation day in June.)

3. Overnight Policies:

- a. Overnight or 2 A.M. privileges may be taken when the student is off duty until 10 A.M. or later the following day. (All classes are considered on-duty time.)
- b. An overnight privilege may be exchanged for a late pass by notifying the receptionist at the desk by 10:30 P.M.
- c. Consecutive days off duty:
  1. Three or four days consisting of two days off for the week plus one or two holidays is the maximum time off which may be granted during a week.
  2. Special permission from Miss Mutch in the Nursing School Office must be obtained in advance for the following:
    - a. To join days off in one week with days off for the next week.
    - b. To join days off for two weeks with holiday intervening.
    - c. To save time off from one week to add to the following week.

*Signing in and out of Maxwell Hall*

1. Each student leaving the residence is expected to sign out at the desk stating her destination and to sign in upon her return. This is for her own convenience and will facilitate her getting messages more promptly. The white sign-out sheet is for the use of those not expecting to take a late pass; the card system for late passes, overnights and 2 A.M.'s.
  - a. Each month a card for each student is placed in the alphabetical file box marked "IN."
  - b. When a student plans to be away from the residence after 10:30 P.M. she is to indicate the hour of her departure opposite the appropriate date on the card and place the card in the "OUT" box (alphabetically).
  - c. Upon her return the time of arrival is to be indicated in the "IN" column (opposite the appropriate date) and the card returned to the "IN" box.

- d. If the student has signed out on the day sheet and does not return until after 10:30 P.M. she will find her card has been placed in the "OUT" Box. She then signs in as explained above, adding the time she went out to the card.
  - e. If she has not signed out for a 2 A.M. but has decided to take one, she must notify the Receptionist at Maxwell Hall Desk of her change in plans by 10:30 P.M.
3. Two o'clock privileges:
- a. Each student signs in and out as she would for a late pass.
  - b. In addition to (a) she attaches a small green slip, bearing the words "2 A.M." to the upper right hand corner of her card. The date and the student's name must be written on this slip.
4. Overnight privileges:
- a. Each student signs out as she would for a late pass.
  - b. In addition to (a) she attaches a small pink slip bearing her name, address, and telephone number of her destination, the date and time due on duty, to the upper right hand corner of her card.
  - c. She places her card in the OUT box.
  - d. Upon return, in addition to indicating the time of arrival, she removes the pink slip from her card and replaces it in the "IN" box.
  - e. Reminder: Returning from overnights after 10:30 P.M. will be counted as a late pass.
5. Students on vacation or absent from the residence by special arrangements are to sign in and out in the Absence Book at the desk.

### *Telephone Calls*

1. The Maxwell Hall telephone number is LOrraine 8-5600. If, for any reason, it is necessary to contact the faculty member "on call," use WAdsworth 3-2500, Extension 281.
2. Incoming telephone calls will be transferred to the student's room between 7 A.M. and 10:30 P.M. One buzz will indicate a telephone call and three buzzes will indicate a guest in lobby.

3. Messages will be taken for students on duty or unavailable.
4. Messages will be taken for night nurses until 4 P.M. After 4 P.M. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, sixth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

### *Mail and Packages*

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.
2. Mail is delivered to the boxes once a day before 12 Noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 A.M. to 5:30 P.M., Monday through Friday and 8 A.M. to 12 noon on Saturdays.

### *Checks and Money Orders*

1. Bank checks and money orders, to be endorsed for identification by the Director of Residence, should be left at the Maxwell Hall Desk.
2. Checks and money orders so identified may be cashed at the cashier's window in the Accounting Office of the Presbyterian Hospital, Monday through Friday from 9 A.M. to 8:45 P.M. and on Saturday from 9 A.M. to 5 P.M.
3. Special arrangements for cashing checks exceeding \$100 must be made with the Director of Residence.

## *Newspapers*

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the New York Times. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

## *Elevators*

1. Passenger elevators located on the south corridor are operated daily from 6:30 A.M. through 12 midnight.
2. The service elevator located on the north corridor may be used by students before 7:30 A.M. and after 4:30 P.M. on week days and all day Sunday.

## *Bulletin Boards*

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a. By first floor passenger elevator—important school notices.
  - b. Opposite first floor telephone booths—student government and recreational notices.
  - c. By the information desk—personal messages and telephone messages.
  - d. North corridor—class notices, assignments, and health notices, *i.e.*, x-rays and tuberculins.
  - e. Tod Memorial Library—library notices, displays, exhibits.
  - f. South elevator lobbies on each floor—class and floor information.

## *Luggage*

1. All trunks and extra luggage must be stored in the trunk room.
2. Trunks must be unpacked, clearly labeled, and ready to be taken to the trunk room within twenty-four hours after arrival.
3. Articles not in constant use, which the student wishes to store, may be left in her trunk.

4. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or Mrs. Thomas, the housekeeper, by leaving a written request at the desk.
5. Storage space will be provided for trunks and suit-cases. The fire laws do not permit storage of cartons, boxes or packages.
6. To have bags or trunks brought from the trunk room, it is necessary to write a note to Mrs. Thomas stating the room to which they are to be delivered.

### *Laundry*

1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces including itemized personal articles.
3. Outgoing laundry boxes should be taken to the south basement corridor Monday or Tuesday of each week between 7 and 9 A.M. Clean laundry is returned at the end of the week to the south elevator lobbies on the residence floors.
4. The student is asked to take laundry incorrectly returned to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to Mrs. Thomas as soon as possible. (Leave at the desk.)
6. Small laundries will be found on the north wing of the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Irons may be borrowed, for three hour periods, by signing the book at the desk.
7. Five Bendix machines are available, at a small fee, in the basement of Harkness Hall.

### *Sewing Machine*

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 11th floor sitting room, must have the approval of Miss Rathbun or a House Committee Member.

2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.
3. Needles and bobbins are supplied and should be left in the machine.
4. The House Committee should be notified if the machine needs repair.

### *Kitchenettes*

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.

### *Snack Bar*

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 P.M. daily except Saturdays and holidays.

### *Sample Shoppe*

The Sample Shoppe in Room 654 is sponsored by the Senior Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:30 to 9:30 P.M. daily except weekends and holidays.

### *Morning Devotions*

Morning devotions are held each morning in Sturges Auditorium at 7:50 A.M. It is hoped that everyone on duty at 8 A.M. will attend.

## **UNIFORMS**

### *School Uniform*

The official student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white

bib and apron, black shoes and stockings and a white cap. This cap, made of fine white lawn, has a  $\frac{1}{4}$  inch pleat in the back. The brim is turned back just far enough to meet the fulness at the top of the pleat and is about three inches wide. White veil pins hold the cap in place.

After commencement in June, members of the graduating class wear white shoes and stockings with their uniform.

Each student is expected to wear her uniform proudly. Smoking in uniform in public and below the 2nd floor of the residence is prohibited.

### *Supplementary Uniforms*

For a period during the first term, a long sleeved, navy blue uniform with a white collar will be worn. This uniform will also be worn during the student's experience in the Out Patient Nursing Service at a later date. Special uniforms for the operating room, delivery room and visiting nurse service may be secured from the Sewing Room, Monday through Friday from 9 A.M. to 5 P.M. Soiled uniforms should be returned to the Sewing Room.

### *Repair*

Uniform adjustments and repairs are made in the Sewing Room in the north basement of the residence.

Worn out caps and collars may be exchanged here. Additional studs and collar buttons may be secured, at five cents each, on requisition from the Director of Residence.

## **HEALTH SERVICE**

### *Illness*

1. A 15 bed infirmary is located on the 3rd floor south corridor.
2. Any illness should be reported immediately to this infirmary.
3. Graduate nurses staff the infirmary during a 24-hour period.
4. The school physician, Dr. Gwendolen S. Jones, has office hours in the infirmary daily from 10 A.M. to 12 noon. Please report any illness at this time, if possible.

5. A personnel slip is to be obtained from the Infirmary for any consultation or treatment to the clinic or doctors' offices. Subsequently the slip must be returned to the Infirmary.
6. A Cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before keeping clinic appointments.
7. Students with minor illnesses allowed to remain in their own rooms are to report to the infirmary twice daily to report progress.
8. Students returning from illness or convalescence at home should report before 10:30 P.M. to the infirmary nurse on duty.
9. Written permission of the school physician or nursing faculty is a prerequisite to returning to duty following illness. Permission is also required for leaving the residence.
10. Following illness, late pass privileges will be returned to the student at the discretion of the Director of Health or the faculty member "on call."

### *Sick Time Allowance*

1. Thirty days sick time is allowed for three year students. Twenty days sick time is allowed for twenty-eight month students. This time is cumulative for the three year period.
2. Sick time will be granted when the student is ill in Maxwell Hall or the hospital or if she is sent home or elsewhere on sick leave at recommendation of the school physician.
3. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours if this absence is to be credited as sick time. If she is seen at home by the family physician, the student may obtain a written certificate from the doctor.
4. Absence due to dysmenorrhea or sunburn is recorded as absent time and must be made up.

### **IN CASE OF EMERGENCIES**

#### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the first floor lobby of Maxwell Hall.

2. Civilian Defense directions may be found posted on all bulletin boards.

N.B. In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or through the infirmary after midnight.

## **REMUNERATION WORK**

Following the first term of the first year, appointments for baby sitting for families of the professional staff of the medical center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation. Student need, school and community standing influence approval for remunerative work.

## **CO-CURRICULAR ACTIVITIES**

### ***Clubs***

1. The *Polygon Club*, of which every student is automatically a member, sponsors bridge and canasta parties and also ping-pong and tennis tournaments throughout the year.
2. For those interested in music, the *Glee Club* meets once each week. They sing the best in choral music including folk songs, choruses from oratorios and semi-classical selections and usually have several concerts a year.
3. *The Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show. Everyone is welcome to join.
4. *Bible Study Group* meets weekly and offers to all students Christian fellowship and the opportunity of joining with others in the reading of the Bible. Sunday School Classes for children in Babies Hospital are conducted by the members.
5. *Newman Club*, a Columbia University activity, meets weekly on the campus of the University. Students will be especially interested in the discussion groups, movies and other activities that give them an opportunity to meet other professional groups at Columbia.

## *The Social Committee*

This committee plans all social activities within Maxwell Hall for the entire year. These include formal and informal dances, teas, student-faculty dinners, the annual hobby show, perhaps a fashion show and other activities.

## *Other Recreational Opportunities*

1. Maxwell Hall swimming pool
  - a. Maxwell Hall residents may enjoy recreational swimming in daytime or evening periods under the supervision of an approved Red Cross life-guard.
  - b. A Red Cross life savings course offered each fall accommodates students who wish to qualify as pool guards.
  - c. An aquacade or swimming meet is given each year with swimmers from all classes participating.
2. Tennis Courts
  - a. Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play.
  - b. Regulations for the courts are posted on the bulletin board.
3. Picnics

The food service will provide lunches for students who wish to go on picnics during the summer months. Request slips are at the desk and must be filled out 24 hours in advance. For weekend picnics, requests must be in before 5 P.M. Friday. (This includes Monday requests.) The number is limited to 25 lunches a day. Meal tickets for the appropriate day should be attached to the request.
4. Sun Bathing

This may be enjoyed on the roof of Maxwell Hall. Beach mats are available for the students but must be returned to the closet after use. Maxwell Hall pillows and blankets may not be taken from the student rooms.

### 5. Station Wagon

The station wagon is owned by the Department of Nursing and is available to the students for trips to beaches, picnic areas, ski and

hiking centers and other places of interest. Miss Eula Rathbun, Director of Recreation, aids in planning these trips and drives the station wagon. The cost of the trip is shared by those who go.

## *Publications*

1. *Vital Signs* is the monthly bulletin which provides the news of the residence, the students, the calendar of coming events and other interesting information.
2. *Student Prints* is the literary publication written and edited by the students.  
N.B. All contributions to either of the above named publications will be welcomed. Contests with prizes are held each year for the best short stories and poems submitted. Artistic talent is also appreciated, for *Student Prints* contains drawings and illustrations.
3. *Starch and Stripes* is the yearbook published annually under the sponsorship of the Senior Class.

## **LIBRARIES**

### *Tod Memorial Library*

This reference library is located on the 1st floor north wing of the residence. The hours are 8 A.M. to 10 P.M. daily.

## **TRANSPORTATION TO MEDICAL CENTER**

### *Buses*

1. Fifth Avenue buses which reach the Medical Center are Nos. 2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

### *Subway*

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.
2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

## *General Information*

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.
2. Bicycles may be stored in the Maxwell Hall sub-basement storage room.

## **SHOPS AT MEDICAL CENTER**

The Alumnae Shops on the main floor of Presbyterian Hospital, Harkness Pavilion and the Neurological Institute carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full line of textbooks and all other student supplies is open daily from 9 A.M. to 5 P.M.

The Beauty Shop, open to patients and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

## *Medical School Library*

1. Students are encouraged to use the Medical School Library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University. Students are expected to present bursar's receipts, for identification, when not in uniform.
2. Medical School Library hours are:  
Monday through Friday 8:30 A.M. to 10 P.M.  
Saturday 9:00 A.M. to 6 P.M.  
Sunday 12:00 P.M. to 5 P.M.

## *Public Library*

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

## **THE CHAPEL**

The *Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the garden. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 P.M.

## **CHURCHES**

Churches of all denominations are accessible. Complete lists are posted on Saturday of each week on the bulletin board opposite the telephone booths on the first floor.

## **VISITORS**

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the hospital by students in uniform, provided the students first receive permission from the Director of Residence or the faculty "on call" or the Nursing Office.
2. Guests visiting students in their rooms are expected to leave by 10:30 P.M.
3. Students are permitted to entertain guests over night. The Director of the Residence should be notified 24 hours in advance. Request slips indicating number of guests, date and time of their arrival and departure, type of accommodations desired may be obtained at the desk.

Charges:      \$1.00 room and linen  
                  .75 linen only

## **VACATIONS**

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to Mrs. Thomas. Please pack trunks in the hall; do not take them into the room.

2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases, trunks and packaged books.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a. Notice to this effect to be left at the Maxwell Hall desk on the morning of the day before departure.
  - b. Luggage must be locked and ready to go by 10 A.M. on the day of departure.
  - c. At least two tags, legibly printed, must be affixed.
6. Keys are to be left at the desk when signing out.
7. Complete address must be legibly written in the Absence and Vacation Book at the desk.
8. Residents are expected to be in Maxwell Hall by 10:30 P.M. on the evening before the day scheduled for duty.
9. Students must report to the Nursing School Office before leaving for vacations and on returning to duty.

**CONSTITUTION**  
of the  
**Student Government Association**  
**Department of Nursing**  
**Faculty of Medicine**  
**Columbia University**  
  
**Presbyterian Hospital**  
**School of Nursing**

**PREAMBLE**

We, the students of the School of Nursing, in order to promote the well being of the School and to increase cooperation among its members, do organize as the Student Government Association of the School of Nursing and establish this constitution.

The Association has been entrusted by the faculty of the School with the management of certain matters concerning the conduct of the students in their school life.

The student entering the School of Nursing accepts the privilege and obligation of self-government under an honor system. She must inform herself as to the academic and non-academic responsibilities which are matters of student honor. The regulations which the Association has established represent the recognized ethical standards governing student life. Since the members of the Student Government Association may at any time change these regulations if they so desire, they are bound to uphold them as long as they stand. The maintaining of these claims of school honor, therefore, rests upon the acceptance by each student of two obligations: the obligation to conform in her own conduct to the standards of school honor; and the obligation to cooperate in holding others to these standards. Success or failure depends upon the sense of responsibility of each student.

Honor is a sense of personal satisfaction and worthwhileness derived from a confidence in ones proven values. This sense of honor governs our thinking and actions so that we understand and exhibit such characteristics as integrity, respect for individuals and groups and also assume responsibility for perpetrating values which we recognize as important.

Each individual is responsible for her own actions. In a single situation this gives her considerable lee-way in exercising her values. As individuals become members of a group, the prerogative for individuality narrows, and the common good becomes of paramount importance. Although each member of a group is assured to have complete integrity, she is not always aware of the affect of her actions upon the group. To encourage a constant awareness of this, each group member assumes the responsibility for encouraging and supporting the integrity of others.

To foster this it is agreed that each individual will assume the responsibility of her own actions within the framework of generally accepted social and moral values, and specifically, the rules of the Government Association.

To achieve a better understanding of our Honor System, we shall define some of the more specific areas covered by the Honor System and each individual's privileges and responsibilities in this form of Student Government.

## *Academic*

Each student shall be responsible for the originality of the work submitted by her except as due credit is given for direct quotations and sources of information. This is intended to include sharing of information on examinations. Tests and examinations will not be proctored.

## *Social*

High ethical standards of a student life shall be maintained. This shall include abiding by all the rules and regulations outlined by the Student Association and shall assume that each student has an attitude of sensitivity toward what is acceptable conduct.

## *Clinical*

Complete integrity is anticipated from all concerned directly with caring for others (directly or indirectly).

## *General*

Students are expected to comply with the rules and regulations of the Student Government Association related to care of the residence and hospital property, wearing of the school uniform, use of the library and other facilities. Conduct not specifically referred to but generally recognized as socially and professionally acceptable is expected of each student.

In the event that an individual disregards these values she will report herself to a member of the Judiciary Board.

In the event of a violation:

1. A member of the group is responsible for reminding the offender of her obligation.
2. The offender must report herself to the Judiciary Board, within 24 hours.
3. The person who reminded the offender is expected to ascertain whether or not appropriate action was taken by the offender.
4. If the offender does not report her actions, the person who has reminded her is responsible for reporting the incident to a member of the Judiciary Board.

When honor is not upheld in the clinical situation, each student is expected to assume the same responsibility for assisting another to report her acts. The report should be made directly to the head nurse in charge of the unit. If it is necessary for another student to report the situation, she should report it to the head nurse. Subsequent action will be taken through established channels of the Nursing Service, and are not the responsibility of the Judiciary Board.

The Faculty reserves the right to indicate particular situations, other than those mentioned, which they feel do not fall under student jurisdiction. This is done to safeguard the individual student and the student body as a whole.

## **BY-LAWS**

### **ARTICLE ONE**

**SECTION I.** The Association shall consist of all student nurses in the school. Membership shall continue until the student receives her pin.

**SECTION II.** The Association shall hold a regular meeting the first week of January, March, May and November, and the second week of September, and special meetings at the discretion of the Council.

All students off duty are expected to attend unless personally excused by the President twenty-four hours prior to the meeting. For unexcused absence a student shall lose one weeks' late passes including overnight privileges.

**SECTION III.** The Officers of the Association shall be:

President

Vice-President

Secretary-Treasurer

Chairman of the Judiciary Board

**SECTION IV.** The Officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office after graduation in June.

**SECTION V.** The President of the Association shall not be eligible to any other office, either in her own class or in the Association.

**SECTION VI.** The annual election of Officers of the Association shall be held in May. The President, Vice-President, and Chairman of the Judiciary Board to be elected from the Senior Class, completing the nursing course in September, and the Secretary-Treasurer from the school at large.

**SECTION VII.** No separate dues shall be collected by the Student Government Association. The annual budget of the Department of Nursing covers the cost of general student activities.

**SECTION VIII.** Nominating Committee.

- A. Not less than two weeks before the annual election the President shall appoint a nominating committee consisting of the President of each class and two other members from the Freshman and Junior Classes.

- B. This nominating committee shall present at least two names for each office—the list to be sent to the faculty for approval and posted one week before the annual election.

## ARTICLE TWO

SECTION I. There shall be a council consisting of the Professor of Nursing, the officers of the Association, the president of each class, the Director of Residence, and any persons invited by the presiding officer.

SECTION II. The President of the Association shall be Chairman of the Council.

SECTION III. The duties of the Council shall be—

1. To uphold and maintain the standards of the School of Nursing.
2. To advise and direct when necessary the activities of the Executive Board.

SECTION IV. The Student Council shall have power to levy penalties for infraction of rules; this power to be subject to the approval of the Professor of Nursing, and the School as a whole, when desired.

SECTION V. Attendance of two-thirds of the members of the Council shall constitute a quorum.

SECTION VI. The Council shall meet on the second Tuesday of February, April, October and December and on the third Tuesday of June.

## ARTICLE THREE

SECTION I. There shall be an Executive Board consisting of:

1. The four officers of the Senior, Junior and Freshman Classes.
2. The Chairman of the following committees: Affiliating, Bible Study, Bulletin Board, Dramatic Club, Glee Club, House, Library-Lending, Library-Reference, Morning Devotions, Polygon Club, Pool Committee, Social, Station Wagon, Students Health, Student Prints, Thrift Shop and Vital Signs.
3. All officers of Student Government.
4. The Director of Residence upon invitation.

**SECTION II.** The Vice-President of the Student Government Association shall be the Chairman of the Executive Board.

The Secretary of the Student Government Association shall be the Secretary of the Executive Board.

**SECTION III.** The affiliating students shall be represented on the Executive Board by the Director of Residence if necessary.

**SECTION IV.** Any other group of students not a part of the Executive Board shall be represented on said Board by a member of the group appointed by the Vice-President.

**SECTION V.** The duties of the Executive Board shall be—

1. To coordinate student community activities.
2. To discuss matters pertaining to the welfare of the students.
3. The Executive Board shall meet on the first Tuesday of February, April, October and December and on the second Tuesday in June to discuss reports from each class and committee, and to act as a coordinating group for projects of the student body.
4. The Director of Residence shall meet with the Board at the request of its Chairman and shall be ready upon invitation to advise members of this Board.

**SECTION VI.** The duties of officers and committee chairman shall be:

1. The President of Student Government shall appoint all committee chairmen with the exception of the Judiciary Board Chairman who shall be elected by the student body in the spring Student Government elections.
2. The President, in appointing committee chairmen should consider recommendations of retiring chairmen and class presidents and submit these recommendations for faculty approval.
3. The Student Social Committee with the Director of Recreation and Class Faculty Advisors shall schedule and conduct social activities for all students.
  - a. The Glee Club Chairman,
  - b. The Dramatic Club Chairman,

- c. and the Polygon Chairman and Committees shall assist the Social Committee in selecting and conducting extracurricular events which reflect student interests,
  - d. The Affiliating Committee Chairman shall select representatives from each class to assist her and the Director of Recreation in welcoming affiliating students upon their arrival each month.
4. The Lending Library Committee shall operate a Fiction Library, where students may borrow books for recreational reading.
  5. The Student Library Committee with a faculty committee shall supervise the professional reference library of Maxwell Hall. Duties include cataloging, lending and checking books, proctoring evening hours and recommending purchase of news books and renewals.
  6. The Judiciary Chairman with a board of two students from each class plus three alternates from each class who are elected by the students at the time of formal class elections shall meet weekly to discuss offenses and levy penalties incurred by individuals.

Judiciary Board shall meet at weekly intervals, specified by the board, unless the Chairman states that a meeting is unnecessary and posts a notice to that effect three days in advance of the usual meeting date.

If Judiciary Board feels that it could not or should not handle a specific case, *i.e.*, if the case were not one of the type normally handled by Judiciary Board; or if an individual disagrees with the decision of the Judiciary Board, then the problem would be referred to Honor Council.

Honor Council is composed of two seniors, one junior, one freshman, elected by the students at the time of formal class elections, and two faculty members chosen in a manner decided by the Faculty.

Honor Council shall be concerned with relationships within the school and recommendations of suspension or expulsion from the school. Honor Council shall not be concerned with

matters which by their nature involve the private lives of a student or those matters which involve a student's academic standing.

7. The Student House Committee Chairman with representatives from each floor, elected in October shall be
  - a. responsible for the use, order and upkeep of kitchenettes, laundries, sitting rooms and student bed rooms.
  - b. have jurisdiction over noise in the Residence. Each student shall act as floor proctor for one week.
  - c. the shelves outside the dining room are to be cleared by 10 P.M. every night. Members of the House Committee will collect all articles after this hour and keep them until claimed by the owners. A fine of 25 cents will be charged for each article not claimed within three days.
8. The Devotions Committee shall arrange morning devotions.
9. The Food and Health Committee with the Directors of Residence and Nutrition shall have responsibility for promoting healthful living.

## ARTICLE FOUR

SECTION I. There shall be three class organizations, Freshman, Junior and Senior.

SECTION II. The Officers of the Junior and Senior Classes shall be elected in June and shall take office immediately. The Officers of the Freshman class shall be elected in October. Nominations for class officers shall be sent to the faculty for approval two weeks before election is held.

SECTION III. The Executive Committee of each class shall meet at the discretion of the President to discuss matters pertaining to its welfare.

SECTION IV. The Class Advisor shall attend meetings at the request of the presiding officer and shall be ready upon invitation to advise its members.

## **ARTICLE FIVE**

### **FRESHMAN CLASS**

**SECTION I.** The purpose of the Student Government Association shall be reviewed with the Freshman Class in their first week after arrival.

## **ARTICLE SIX**

Amendments will be proposed and posted two weeks before the student government meeting at which time they will be voted upon.

A vote of two-thirds of the members of the Association is necessary to amend this Constitution.

## **ARTICLE SEVEN**

Parliamentary procedure is to be followed in the Student Government Association meetings according to Roberts' Rules of Order.

## **ARTICLE EIGHT**

All students who will not conform to the Student Association regulations shall be suspended from the Association and shall become directly responsible to the Faculty.

**Revised 1953**

"P.H." HYMN

Tune: Dear Lord and Father of Mankind

Cecile Covell, '26

Dear Alma Mater from whose heights  
All healing grace descends,  
Enduring may thy help abide,  
Reflect in us thy power to guide  
Humanity as friends.

Across the shifting sands of time  
The forward pathway leads,  
With courage, faith and will our guard  
As "Neighbors" serve without regard  
To color, race or creeds.

Oh, grant us Lord that we may feel  
Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
Our last Commencement Day.



1954

# STUDENT HANDBOOK

DEPARTMENT OF NURSING • FACULTY OF MEDICINE  
COLUMBIA UNIVERSITY

PRESBYTERIAN HOSPITAL • SCHOOL OF NURSING



## STAND COLUMBIA

(No. 351 in Hymn Book)

GILBERT OAKLEY WARD, '02 . . . . . Haydn

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

# **STUDENT HANDBOOK**

**and**

# **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**



**Department of Nursing  
Faculty of Medicine  
Columbia University**



**Presbyterian Hospital  
School of Nursing**



**ANNA C. MAXWELL HALL**  
**179 Fort Washington Avenue**  
**New York 32, N. Y.**



Anna C. Maxwell Hall is the residence for all students in the School of Nursing. It is a twelve story building ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary and recreational facilities are in the building. These rooms are cheerful, sunny and attractively furnished. Class rooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association assume over-all responsibility for the organization and smooth functioning of life in the residence. Group leaders, selected from the Junior Class, aid the incoming class to adjust to their new responsibilities and acquaint them with activities.

This handbook is intended to give to the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence, Miss Florence L. Vanderbilt, and the Director of Recreation, Miss Eula Rathbun, will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

## **RESIDENCE**

### ***Rooms***

1. Each student's room will be her home for the next year and should be made as attractive as possible. All linen, except wash cloths, are provided. Clothes hangers, bed spreads, throw blankets, and window draperies may be provided by the individual student. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Charges for damaged equipment is determined by the cost of replacement and is

at the individual's expense. Repairs should be requested in the repair book at the Reception Desk.

2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and pay replacement fee to the Director of Residence.
3. ALL VALUABLES should be kept locked in the closet in the student's room or may be kept in the safe by arrangement with the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Only radios, T.V. sets, clocks and record players are permitted in student rooms. Other electrical equipment may be substituted only on permission of the Director of Residence.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. To prevent accidents, nothing should be placed on the window-sills at any time.
9. All food in rooms must be kept in tin containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. The use of scotch tape, tacks, etcetera, is prohibited.
11. Portable drying racks are a great convenience, since furniture should never be used for this purpose.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet are a hazard in this respect.
13. ROOM CHANGES:
  - a. Notification of room changes will be left in the student's mail box.
  - b. Wicker hampers for moving may be secured from the mezzanine and should be returned after use.

- c. The north elevator is recommended when moving.
- d. Keys are exchanged at the Desk.
- e. Furniture is not transferable from room to room.

#### 14. Housekeeping:

Rooms cleaned once a week by housekeeping department:  
Schedule for day, room is to be cleaned, found posted inside  
door of cleaners closets on each corridor.

### *Meals*

1. The dining room is located in the residence.
2. Meal ticket books are issued monthly and will be left in mail boxes the last day of each month.
3. Meal hours are:

Breakfast:	6:30 A.M. to 9 A.M.
Lunch:	11:45 A.M. to 1:45 P.M.
Dinner:	5:00 P.M. to 6:45 P.M.

Only students delayed on duty will be admitted between 6:45-7:00 P.M.

4. Students may entertain guests in the dining room. Arrangements must be made in advance by signing in the book at the ticket desk. The rates are:

Breakfast 35c	Lunch 55c	Dinner 75c
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5. It is required that everyone come to dining room appropriately dressed.

### *Quiet Hours*

1. The cooperation of each student is required to insure optimum sleeping conditions from 9 A.M. to 4 P.M. and 10:30 P.M. to 7 A.M. Evening and Night Nurse SLEEPING signs may be obtained from the desk.
2. Pianos and radios in the residence may be played as follows:
  - a. Gymnasium until 9 P.M.

- b. Sturges Auditorium on week days from 4 to 10 P.M. and on Sundays from 10 A.M. to 10 P.M.
  - c. Recreation rooms from 10 A.M. to 10 P.M.
3. Students are reminded that whenever a record player or radio is in use, it must be played at a low volume and the door to the room must be closed.
  4. Residents are asked to refrain from calling from the windows.
  5. Parties are not to be held in the corridors.
  6. Quiet must be maintained in the sitting rooms throughout the residence after 10:30 P.M.

### *Policies for Late Passes, Overnight and 2 A. M. Privileges*

#### 1. Late passes and overnight privileges:

The following regulations have been formulated and are enforced by the Student Government Association.

- a. Students may leave the residence between 7 A.M. and 10:30 P.M. Permission to leave before 7 A.M. or after 10:30 P.M. will be granted only under special circumstances by the Director of Residence or the Faculty member "on call."
- b. The door to Maxwell Hall is open until 12:30 A.M. with provision for students with 2 A.M. permissions. Ring bell upon arrival and wait until the door is opened. If, for any reason, students are delayed after this time, they are to call Maxwell Hall Infirmary and report to the nurse on duty, Ext. 7063. If no answer here, they are to call the night supervisor in the Nursing Office, Ext. 278.
- c. Students may entertain guests in the reception rooms until 12:15 A.M. by signing for a late pass. The room should be left in order.
- d. All late passes and overnight privileges are extended to students in good standing, i.e., having acceptable clinical and academic ratings and a record of good health and citizenship.
- e. All late passes are granted on a monthly basis.

**2. Late Pass Policies:**

- a. Late passes for all students begin at 10:30 P.M. and extend until 12:30 A.M.
- b. Late passes for night nurses begin at 11:30 P.M. These students should indicate "Night Nurse" in the time out column when signing out.
- c. Number of late passes:

First year, first term—date of entrance to February 1st—6 each month

First year, second term—February 1st to June—10 each month

Second Year—15 each month

Third Year—at student's discretion

(Privileges begin the day following graduation day in June.)

**3. Overnight Policies:**

- a. Overnight or 2 A.M. privileges may be taken when the student is off duty until 10 A.M. or later the following day. (All classes are considered on-duty time.)
- b. An overnight privilege may be exchanged for a late pass by notifying the receptionist at the desk by 10:30 P.M.

### ***S**igning in and out of Maxwell Hall*

1. Each student leaving the residence is expected to sign out at the desk stating her destination and to sign in upon her return. This is for her own convenience and will facilitate her getting messages more promptly. The white sign-out sheet is for the use of those not expecting to take a late pass; the card system for late passes, overnights and 2 A.M.'s.

- a. Each month a card for each student is placed in the alphabetical file box marked "IN."
- b. When a student plans to be away from the residence after 10:30 P.M. she is to indicate the hour of her departure opposite the appropriate date on the card and place the card in the "OUT" box (alphabetically).
- c. Upon her return the time of arrival is to be indicated in the

"IN" column (opposite the appropriate date) and the card returned to the "IN" box.

- d. If the student has signed out on the day sheet and does not return until after 10:30 P.M. she will find her card has been placed in the "OUT" Box. She then signs in as explained above, adding the time she went out to the card.
- e. If she has not signed out for a 2 A.M. but has decided to take one, she must notify the Receptionist at Maxwell Hall Desk of her change in plans by 10:30 P.M.
3. Two o'clock privileges:
  - a. Each student signs in and out as she would for a late pass.
  - b. In addition to (a) she attaches a small green slip, bearing the words "2 A.M." to the upper right hand corner of her card. The date and the student's name must be written on this slip.
4. Overnight privileges:
  - a. Each student signs out as she would for a late pass.
  - b. In addition to (a) she attaches a small pink slip bearing her name, address, and telephone number of her destination, the date and time due on duty, to the upper right hand corner of her card.
  - c. She places her card in the OUT box.
  - d. Upon return, in addition to indicating the time of arrival, she removes the pink slip from her card and replaces it in the "IN" box.
  - e. Reminder: Returning from overnights after 10:30 P.M. will be counted as a late pass.
5. Students on vacation or absent from the residence by special arrangements are to sign in and out in the Absence Book at the desk.

## *Telephone Calls*

1. The Maxwell Hall telephone number is LOrraine 8-5600. If, for any reason, it is necessary to contact the faculty member "on call," use WAdsworth 3-2500, Extension 281.

2. Incoming telephone calls will be transferred to the student's room between 7 A.M. and 10:30 P.M. One buzz will indicate a telephone call and three buzzes will indicate a guest in lobby.
3. Messages will be taken for students on duty or unavailable.
4. Messages will be taken for night nurses until 4 P.M. After 4 P.M. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, fourth, sixth, eighth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

### *Mail and Packages*

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.
2. Mail is delivered to the boxes once a day before 12 Noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 A.M. to 5:30 P.M., Monday through Friday and 8 A.M. to 12 noon on Saturdays.

### *Checks and Money Orders*

1. Bank checks and money orders left at Maxwell Hall Desk must be first endorsed by individual and then an identification endorsement is required by the Director of Residence.
2. Checks and Money Orders so identified are to be re-endorsed

below Director of Residence's signature, when they are taken to be cashed at the Cashier's window in the Accounting Office.

3. Special arrangements for cashing checks exceeding \$100 must be made with the Director of Residence.

### *Newspapers*

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the New York Times. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

### *Elevators*

1. Passenger Elevators located on the south corridor are self-service.
2. The service elevator located on the north corridor may be used by students before 7:30 A.M. and after 4:30 P.M. on week days and all day Sunday.

### *Bulletin Boards*

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a. By first floor passenger elevator—important school notices.
  - b. Opposite first floor telephone booths—student government, special notices, recreational notices, lost and found.
  - c. By the information desk—personal messages and telephone messages.
  - d. North Corridor—class notices, ward assignments, vacation notices and health notices, *i.e.*, X-rays and tuberculin.
  - e. Tod Memorial Library—library notices, displays, exhibits.
  - f. South elevator lobbies on each floor—class and floor information.

### *Luggage*

1. All trunks and extra luggage must be stored in the trunk room.

2. Trunks must be unpacked, clearly labeled, and ready to be taken to the trunk room within twenty-four hours after arrival.
3. Articles not in constant use, which the students wishes to store, may be left in her trunk.
4. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or Mrs. Thomas, the housekeeper, by leaving a written request at the desk.
5. Storage space will be provided for trunks ad suit-cases. The fire laws do not permit storage of cartons, boxes or packages.
6. To have bags or trunks brought from the trunk room, it is necessary to write a note to Mrs. Thomas stating the room to which they are to be delivered.

## *Laundry*

1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces including itemized personal articles.
3. Outgoing laundry boxes should be taken to the south basement corridor Monday or Tuesday of each week between 7 and 9 A.M. Clean laundry is returned at the end of the week to the south elevator lobbies on the residence floors.
4. The student is asked to take laundry incorrectly returned to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to Mrs. Thomas as soon as possible. (Leave at the desk.)
6. Small laundries will be found on the north wing of the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Irons may be borrowed, for three hour periods, by signing the book at the desk. Ironing boards are available in these laundries as well as the kitchenettes.

7. Five Bendix machines are available, at a small fee, in the basement of Harkness Hall.

### *Sewing Machine*

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 11th floor sitting room, must have the approval of Miss Rathbun or a House Committee Member.
2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.
3. Needles and bobbins are supplied and should be left in the machine.
4. The House Committee should be notified if the machine needs repair.

### *Kitchenettes*

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.
5. An automatic ice machine is found in the 6th floor kitchenette.

### *Snack Bar*

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 P.M. daily except Saturdays and holidays.

### *Sample Shoppe*

The Sample Shoppe in Room 654 is sponsored by the Senior Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:30 to 9:30 P.M. daily except weekends and holidays.

## *Morning Devotions*

Morning devotions are held each morning in Sturges Auditorium at 7:50 A.M. It is hoped that everyone on duty at 8 A.M. will attend.

## **UNIFORMS**

### *School Uniform*

The official student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white bib and apron, black shoes and stockings and a white cap. This cap, made of fine white lawn, has a  $\frac{1}{4}$  inch pleat in the back. The brim is turned back just far enough to meet the fulness at the top of the pleat and is about three inches wide. White veil pins hold the cap in place.

After commencement in June, members of the graduating class wear white shoes and stockings with their uniforms.

Each student is expected to wear her uniform proudly. Smoking in uniform in public and below the 2nd floor of the residence is prohibited.

No part of the student uniform is to be worn out of doors.

### *Supplementary Uniforms*

For a period during the first term, a long sleeved, navy blue uniform with a white collar will be worn. This uniform will also be worn during the student's experience in the Out Patient Nursing Service at a later date. Special uniforms for the operating room, delivery room and visiting nurse service may be secured from the Sewing Room, Monday through Friday from 9 A.M. to 5 P.M. Soiled uniforms should be returned to the Sewing Room. Only two uniforms are to be taken at a time and when these two soiled uniforms are returned, two more clean ones will be available.

### *Repair*

Uniform adjustments and repairs are made in the Sewing Room in the north basement of the residence.

Worn out caps and collars may be exchanged here. Additional studs and collar buttons may be secured, at five cents each, on requisition from the Director of Residence.

## HEALTH SERVICE

### *Illness*

1. A 15 bed infirmary is located on the 3rd floor south corridor.
2. Any illness should be reported immediately to this infirmary.
3. Graduate nurses staff the infirmary during a 24-hour period.
4. The school physician, Dr. Gwendolen S. Jones, has office hours in the infirmary daily from 10 A.M. to 12 noon. Please report any illness at this time, if possible.
5. A personnel slip is to be obtained from the Infirmary for any consultation or treatment in the clinic or doctors' offices. Subsequently the slip must be returned to the Infirmary.
6. A Cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before keeping clinic appointments.
7. Students with minor illnesses allowed to remain in their own rooms are to report to the infirmary twice daily to report progress.
8. Students returning from illness or convalescence at home should report before 10:30 P.M. to the infirmary nurse on duty.
9. Written permission by the school physician or nursing faculty is a prerequisite to returning to duty following illness. Permission is also required for leaving the residence.
10. Permission to leave residence when off duty either for illness or disability is to be secured from the Director of Residence or the Faculty Member on call.
11. No late passes are to be granted for a week following an acute illness of four days or longer.

### *Sick Time Allowance*

1. Thirty days sick time is allowed for three year students. Twenty days sick time is allowed for twenty-eight month students. This time is cumulative for the three year period.

2. Sick time will be granted when the student is ill in Maxwell Hall or the hospital or if she is sent home or elsewhere on sick leave at recommendation of the school physician.  
Illness either here or at home should be reported immediately.
3. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours if this absence is to be credited as sick time. If she is seen at home by the family physician, the student may obtain a written certificate from the doctor.  
Notify Director of Residence of illness at home.
4. Absence due to dysmenorrhea or sunburn is recorded as absent time and must be made up.

### **IN CASE OF EMERGENCIES**

#### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the first floor lobby of Maxwell Hall.
2. Civilian Defense directions may be found posted on all bulletin boards.  
N.B. In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or through the infirmary after midnight.

### **REMUNERATION WORK**

Following the first term of the first year, appointments for baby sitting for families of the professional staff of the medical center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation. Student need, school and community standing influence approval for remunerative work.

## CO-CURRICULAR ACTIVITIES

### *Clubs*

1. The *Polygon Club*, of which every student is automatically a member, sponsors bridge and canasta parties and also ping-pong and tennis tournaments throughout the year.
2. For those interested in music, the *Glee Club* meets once each week. They sing the best in choral music including folk songs, choruses from oratorios and semi-classical selections and usually have several concerts a year.
3. *The Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show. Everyone is welcome to join.
4. *Bible Study Group* meets weekly and offers to all students Christian fellowship and the opportunity of joining with others in the reading of the Bible. Sunday School Classes for children in Babies Hospital are conducted by the members.
5. *Newman Club*, a Columbia University activity, meets weekly on the campus of the University. Students will be especially interested in the discussion groups, movies and other activities that give them an opportunity to meet other professional groups at Columbia.

### *The Social Committee*

This committee plans all social activities within Maxwell Hall for the entire year. These include formal and informal dances, teas, student-faculty dinners, the annual hobby show, perhaps a fashion show and other activities.

### *Other Recreational Opportunities*

1. Maxwell Hall swimming pool
  - a. Maxwell Hall residents may enjoy recreational swimming in daytime or evening periods under the supervision of an approved Red Cross life-guard.
  - b. A Red Cross life savings course offered each fall accommodates students who wish to qualify as pool guards.

- c. An aquacade or swimming meet is given each year with swimmers from all classes participating.
- 2. Tennis Courts
  - a. Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play.
  - b. Regulations for the courts are posted on the bulletin board.

### 3. Picnics

The food service will provide lunches for students who wish to go on picnics during the summer months. Request slips are at the desk and must be filled out 24 hours in advance. For weekend picnics, requests must be in before 5 p.m. Friday. (This includes Monday requests.) The number is limited to 25 lunches a day. Meal tickets for the appropriate day should be attached to the request.

### 4. Sun Bathing

This may be enjoyed on the roof of Maxwell Hall. Beach mats are available for the students but must be returned to the closet after use. Blankets may not be taken from the students rooms. Student must provide her own for this purpose.

### 5. Station Wagon

The station wagon is owned by the Department of Nursing and is available to the students for trips to beaches, picnic areas, ski and hiking centers and other places of interest. Miss Eula Rathbun, Director of Recreation, aids in planning these trips and drives the station wagon. The cost of the trip is shared by those who go.

## Publications

- 1. *Vital Signs* is the monthly bulletin which provides the news of the residence, the students, the calendar of coming events and other interesting information.
- 2. *Starch and Stripes* is the yearbook published annually under the sponsorship of the Senior Class.

## **LIBRARIES**

### *Tod Memorial Library*

1. This reference library is located on the 1st floor north wing of the residence. The hours are 8 A.M. to 10 P.M. daily.
2. Reserve books and all magazines stay in the library at all times.
3. All books taken from the library are to be signed in and out.

## **TRANSPORTATION TO MEDICAL CENTER**

### *Buses*

1. Fifth Avenue buses which reach the Medical Center are Nos. 2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

### *Subway*

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.
2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

### *General Information*

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.
2. Bicycles may be stored in the Maxwell Hall sub-basement storage room.

## **SHOPS AT MEDICAL CENTER**

The Alumnae Shops on the main floor of Presbyterian Hospital, Harkness Pavilion and the Neurological Institute carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full line of textbooks and all other student supplies is open daily from 9 A.M. to 5 P.M.

The Beauty Shop, open to patients and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

### *Medical School Library*

1. Students are encouraged to use the Medical School Library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University. Students are expected to present bursar's receipts, for identification, when not in uniform.

2. Medical School Library hours are:

Monday through Friday	8:30 A.M. to 10 P.M.
Saturday	9:00 A.M. to 6 P.M.
Sunday	12:00 P.M. to 5 P.M.

### *Public Library*

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

## THE CHAPEL

*The Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the garden. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 P.M.

Weekly Mass held Sunday morning at 7:00 A.M.

Weekly Vespers with guest speakers each Wednesday afternoon from 5:15 to 5:45 P.M.

Weekly Jewish Services, Friday afternoon 2:30 P.M. to 3:00 P.M.

## CHURCHES

Churches of all denominations are accessible. Complete lists are posted on Saturday of each week on the bulletin board opposite the telephone booths on the first floor.

## GUESTS

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the hospital by students in uniform, provided the students first receive permission from the Director of Residence or the faculty "on call" or the Nursing Office.
2. Guests visiting students in their rooms are expected to leave by 10:30 P.M.
3. Students are permitted to entertain guests over night. The Director of the Residence should be notified 24 hours in advance. Request slips indicating number of guests, date and time of their arrival and departure, type of accommodations desired may be obtained at the desk.

Charges:      \$1.00 room and linen  
                  .75 linen only

4. Overnight guests to sign in guest book at the front desk on arrival.

## VACATIONS

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to Mrs. Thomas. Please pack trunks in the hall; do not take them into the room.
2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases, trunks and packaged books.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a. Notice to this effect to be left at the Maxwell Hall desk on the morning of the day before departure.

- b. Luggage must be locked and ready to go by 10 A.M. on the day of departure.
  - c. At least two tags, legibly printed, must be affixed.
6. Keys are to be left at the desk when signing out.
  7. Complete address must be legibly written in the Absence and Vacation Book at the desk.
  8. Residents are expected to be in Maxwell Hall by 10:30 P.M. on the evening before the day scheduled for duty.
  9. Students must report to the Nursing School Office before leaving for vacations and on returning to duty.

### *Mother's Club of Maxwell Hall*

All mothers are cordially invited to be members of the Mother's Club of Maxwell Hall, which has as its aim "to make Maxwell Hall a home away from home." Dues are \$2.00 per year. Meetings are the first Tuesday afternoon of every month and two evening meetings a year. All mothers in the near vicinity are urged to take an active part in this organization.

### **STUDENT NURSES ASSOCIATION**

The student body is a member of the Student Nurses Association of New York State (SNANYS) which automatically gives us membership in the National Student Nurses Association. Each year two delegates are chosen to represent the school at the annual conventions of these associations. Area 8, the local association of SNANYS has regular meetings to which all students are invited. The activities of the associations are presented to the students through the school paper and at Student Government meetings.

**CONSTITUTION  
of the  
Student Government Association**

**Department of Nursing**

**Faculty of Medicine**

**Columbia University**

**Presbyterian Hospital  
School of Nursing**

**PREAMBLE**

We, the students of the School of Nursing, in order to promote the well being of the School and to increase cooperation among its members, do organize as the Student Government Association of the School of Nursing and establish this constitution.

The Association has been entrusted by the faculty of the School with the management of certain matters concerning the conduct of the students in their school life.

The student entering the School of Nursing accepts the privilege and obligation of self-government under an honor system. She must inform herself as to the academic and non-academic responsibilities which are matters of student honor. The regulations which the Association has established represent the recognized ethical standards governing student life. Since the members of the Student Government Association may at any time change these regulations if they so desire, they are bound to uphold them as long as they stand. The maintaining of these claims of school honor, therefore, rests upon the acceptance by each student of two obligations: the obligation to conform in her own conduct to the standards of school honor; and the obligation to cooperate in holding others to these standards. Success or failure depends upon the sense of responsibility of each student.

Honor is a sense of personal satisfaction and worthwhileness de-

rived from a confidence in ones proven values. This sense of honor governs our thinking and actions to that we understand and exhibit such characteristics as integrity, respect for individuals and groups and also assume responsibility for perpetrating values which we recognize as important.

Each individual is responsible for her own actions. In a single situation this gives her considerable lee-way in exercising her values. As individuals become members of a group, the prerogative for individuality narrows, and the common good becomes of paramount importance. Although each member of a group is assured to have complete integrity, she is not always aware of the affect of her actions upon the group. To encourage a constant awareness of this, each group member assumes the responsibility for encouraging and supporting the integrity of others.

To foster this it is agreed that each individual will assume the responsibility of her own actions within the framework of generally accepted social and moral values, and specifically, the rules of the Government Association.

To achieve a better understanding of our Honor System, we shall define some of the more specific areas covered by the Honor System and each individual's privileges and responsibilities in this form of Student Government.

## *Academic*

Each student shall be responsible for the originality of the work submitted by her except as due credit is given for direct quotations and sources of information. This is intended to include sharing of information on examinations. Tests and examinations will not be proctored.

## *Social*

High ethical standards of a student life shall be maintained. This shall include abiding by all the rules and regulations outlined by the Student Association and shall assume that each student has an attitude of sensitivity toward what is acceptable conduct.

## *Clinical*

Complete integrity is anticipated from all concerned directly with caring for others (directly or indirectly).

## *General*

Students are expected to comply with the rules and regulations of the Student Government Association related to care of the residence and hospital property, wearing of the school uniform, use of the library and other facilities. Conduct not specifically referred to but generally recognized as socially and professionally acceptable is expected of each student.

In the event that an individual disregards these values she will report herself to a member of the Judiciary Board.

In the event of a violation:

1. A member of the group is responsible for reminding the offender of her obligation.
2. The offender must report herself to the Judiciary Board, within 24 hours.
3. The person who reminded the offender is expected to ascertain whether or not appropriate action was taken by the offender.
4. If the offender does not report her actions, the person who has reminded her is responsible for reporting the incident to a member of the Judiciary Board.

When honor is not upheld in the clinical situation, each student is expected to assume the same responsibility for assisting another to report her acts. The report should be made directly to the head nurse in charge of the unit. If it is necessary for another student to report the situation, she should report it to the head nurse. Subsequent action will be taken through established channels of the Nursing Service, and are not the responsibility of the Judiciary Board.

The Faculty reserves the right to indicate particular situations, other than those mentioned, which they feel do not fall under student jurisdiction. This is done to safeguard the individual student and the student body as a whole.

# **BY-LAWS**

## **ARTICLE ONE**

**SECTION I.** The Association shall consist of all student nurses in the school. Membership shall continue until the student receives her pin.

**SECTION II.** The Association shall hold a regular meeting the first week of January, March, May and November, and the second week of September, and special meetings at the discretion of the Council.

All students off duty are expected to attend unless personally excused by the President twenty-four hours prior to the meeting. For unexcused absence a student shall lose one weeks' late passes including overnight privileges.

**SECTION III.** The Officers of the Association shall be:

President

Vice-President

Secretary-Treasurer

Chairman of the Judiciary Board

**SECTION IV.** The Officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office after graduation in June.

**SECTION V.** The President of the Association shall not be eligible to any other office, either in her own class or in the Association.

**SECTION VI.** The annual election of Officers of the Association shall be held in May. The President, Vice-President, and Chairman of the Judiciary Board to be elected from the Senior Class, completing the nursing course in September, and the Secretary-Treasurer from the school at large. In order to hold an office it is required that student's average be at least 85 percent and that she has a satisfactory health record.

**SECTION VII.** No separate dues shall be collected by the Student Government Association. The annual budget of the Department of Nursing covers the cost of general student activities.

**SECTION VIII.** Nominating Committee.

- A. Not less than two weeks before the annual election the President shall appoint a nominating committee consisting of the President of each class and two other members from the Freshman and Junior Classes.
- B. This nominating committee shall present at least two names for each office—the list to be sent to the faculty for approval and posted one week before the annual election.

**ARTICLE TWO**

**SECTION I.** There shall be a council consisting of the Professor of Nursing, the officers of the Association, the president of each class, the Director of Residence, and any persons invited by the presiding officer.

**SECTION II.** The President of the Association shall be Chairman of the Council.

**SECTION III.** The duties of the Council shall be—

1. To uphold and maintain the standards of the School of Nursing.
2. To advise and direct when necessary the activities of the Executive Board.

**SECTION IV.** The Student Council shall have power to levy penalties for infraction of rules; this power to be subject to the approval of the Professor of Nursing, and the School as a whole, when desired.

**SECTION V.** Attendance of two-thirds of the members of the Council shall constitute a quorum.

**SECTION VI.** The Council shall meet on the second Tuesday of February, April, October and December and on the third Tuesday of June.

**ARTICLE THREE**

**SECTION I.** There shall be an Executive Board consisting of:

1. The four officers of the Senior, Junior and Freshman Classes.

2. The Chairman of the following committees: Affiliating, Bible, Study, Bulletin Board, Dramatic Club, Glee Club, House, Library-Lending, Library-Reference, Morning Devotions, Polygon Club, Pool Committee, Social, Station Wagon, Students Health, Student Prints, Thrift Shop and Vital Signs.
3. All officers of Student Government.
4. The Director of Residence upon invitation.

**SECTION II.** The Vice-President of the Student Government Association shall be the Chairman of the Executive Board.

The Secretary of the Student Government Association shall be the Secretary of the Executive Board.

**SECTION III.** The affiliating students shall be represented on the Executive Board by the Director of Residence if necessary.

**SECTION IV.** Any other group of students not a part of the Executive Board shall be represented on said Board by a member of the group appointed by the Vice-President.

**SECTION V.** The duties of the Executive Board shall be—

1. To coordinate student community activities.
2. To discuss matters pertaining to the welfare of the students.
3. The Executive Board shall meet on the first Tuesday of February, April, October and December and on the second Tuesday in June to discuss reports from each class and committee, and to act as a coordinating group for projects of the student body.
4. The Director of Residence shall meet with the Board at the request of its Chairman and shall be ready upon invitation to advise members of this Board.

**SECTION VI.** The duties of officers and committee chairman shall be:

1. The President of Student Government shall appoint all committee chairmen with the exception of the Judiciary Board Chairman who shall be elected by the student body in the spring Student Government elections.

2. The President, in appointing committee chairmen should consider recommendations of retiring chairmen and class presidents and submit these recommendations for faculty approval.
3. The Student Social Committee with the Director of Recreation and Class Faculty Advisors shall schedule and conduct social activities for all students.
  - a. The Glee Club Chairman,
  - b. The Dramatic Club Chairman,
  - c. and the Polygon Chairman and Committees shall assist the Social Committee in selecting and conducting extracurricular events which reflect student interests,
  - d. The Affiliating Committee Chairman shall select representatives from each class to assist her and the Director of Recreation in welcoming affiliating students upon their arrival each month.
4. The Lending Library Committee shall operate a Fiction Library, where students may borrow books for recreational reading.
5. The Student Library Committee with a faculty committee shall supervise the professional reference library of Maxwell Hall. Duties include cataloging, lending and checking books, proctoring evening hours and recommending purchase of new books and renewals.
6. The Judiciary Chairman with a board of two students from each class plus three alternates from each class who are elected by the students at the time of formal class elections shall meet weekly to discuss offenses and levy penalties incurred by individuals. Two affiliates are asked to be members of this board: To hold position during residence in Maxwell Hall. When they leave, two more affiliates will fill the seats vacated by their return to their home school.

Judiciary Board shall meet at weekly intervals, specified by the board, unless the Chairman states that a meeting is unnecessary and posts a notice to that effect three days in advance of the usual meeting date.

If Judiciary Board feels that it could not or should not handle a specific case, *i.e.*, if the case were not one of the type normally handled by Judiciary Board; or if an individual disagrees with the decision of the Judiciary Board, then the problem would be referred to Honor Council.

Honor Council is composed of two seniors, one junior, one freshman, elected by the students at the time of formal class elections, and two faculty members chosen in a manner decided by the Faculty.

Honor Council shall be concerned with relationships within the school and recommendations of suspension or expulsion from the school. Honor Council shall not be concerned with matters which by their nature involve the private lives of a student or those matters which involve a student's academic standing.

7. The Student House Committee Chairman with representatives from each floor, shall be
  - a. responsible for the use, order and upkeep of kitchenettes, laundries, sitting rooms and student bed rooms.
  - b. have jurisdiction over noise in the Residence. Each student shall act as floor proctor for one week.
  - c. the shelves outside the dining room are to be cleared by 10 P.M. every night. Members of the House Committee will collect all articles after this hour and keep them until claimed by the owners. A fine of 25 cents will be charged for each article not claimed within three days.
8. The Devotions Committee shall arrange morning devotions.
9. The Food and Health Committee with the Directors of Residence and Nutrition shall have responsibility for promoting healthful living.

## ARTICLE FOUR

SECTION I. There shall be three class organizations, Freshman, Junior and Senior.

**SECTION II.** The Officers of the Junior and Senior Classes shall be elected by June and shall take office immediately after graduation exercises. To hold an office it is required that student's average be at least 85 percent and that she has a satisfactory health record.

**SECTION III.** The Executive Committee of each class shall meet at the discretion of the President to discuss matters pertaining to its welfare.

**SECTION IV.** The Class Advisor shall attend meetings at the request of the presiding officer and shall be ready upon invitation to advise its members.

## **ARTICLE FIVE**

### **FRESHMAN CLASS**

**SECTION I.** The purpose of the Student Government Association shall be reviewed with the Freshman Class in their first week after arrival.

## **ARTICLE SIX**

Amendments will be proposed and posted two weeks before the student government meeting at which time they will be voted upon.

A vote of two-thirds of the members of the Association is necessary to amend this Constitution.

## **ARTICLE SEVEN**

Parliamentary procedure is to be followed in the Student Government Association meetings according to Roberts' Rules of Order.

## **ARTICLE EIGHT**

All students who will not conform to the Student Association regulations shall be suspended from the Association and shall become directly responsible to the Faculty.

Revised 1954

## OFFICES OF VARIOUS FACULTY—WHERE TO REACH THEM

MISS ELEANOR LEE, *Acting Executive Officer*

Nursing Office—Secretary: Miss MacLean—Ext. 406

MISS MARGARET ELIOT, *Acting Director of Nursing*

Nursing Office—Secretary: Miss Dovey—Ext. 278

MISS J. M. ADA MUTCH, *Assistant Professor of Nursing—(Clinical Assignment)*

Nursing Office—Ext. 406

MISS FLORENCE VANDERBILT, *Director of Residence and Student Health*

Maxwell Hall, Room No. 117—Secretary: Mrs. Ruddiman—Ext. 639

MRS. HARRIET DELEURAN, *Assistant Professor of Nursing (Curriculum)*

Maxwell Hall, Room No. 122—Ext. 634

MISS RUTH A. LYNCH, *Instructor in Nursing (Guidance)*

Maxwell Hall, Room No. 120—Ext. 635

MISS EULA RATHBUN, *Director of Recreation*

Maxwell Hall, Room No. 119—Ext. 7782

MISS HELEN PETTIT, *Assistant Professor of Nursing (Clinical Curriculum)*

Maxwell Hall, Room No. 123—Ext. 7815



## “P.H.” HYMN

Tune: Dear Lord and Father of Mankind

Cecile Covell, '26

Dear Alma Mater from whose heights  
All healing grace descends,  
Enduring may thy help abide,  
Reflect in us thy power to guide  
Humanity as friends.

Across the shifting sands of time  
The forward pathway leads,  
With courage, faith and will our guard  
As “Neighbors” serve without regard  
To color, race or creeds.

Oh, grant us Lord that we may feel  
Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
Our last Commencement Day.



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# STUDENT HANDBOOK

DEPARTMENT OF NURSING • FACULTY OF MEDICINE

COLUMBIA UNIVERSITY

PRESBYTERIAN HOSPITAL • SCHOOL OF NURSING



## STAND COLUMBIA

(No. 351 in Hymn Book)

GILBERT OAKLEY WARD, '02 . . . . . Haydn

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

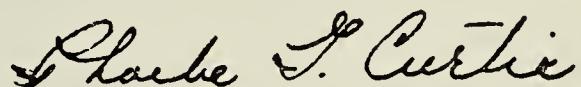
TO THE CLASS OF 1958:

A warm welcome to you all from the Faculty and Students of the Department of Nursing. We are looking forward to having you in our student body.

This Student Handbook has been compiled for your benefit by the Student Government Association to answer your questions about privileges, activities and regulations at Maxwell Hall. Your big sisters, group leaders and Faculty Member are also eager to help.

We sincerely wish you many memorable experiences during the next three years and we genuinely hope at the end of your student days that you can look back on your student nursing and other activities with a sense of satisfaction.

Sincerely,

A handwritten signature in cursive script, appearing to read "Phoebe S. Curtis".

*President*

Student Government Association

September 8, 1955

## STUDENT GOVERNMENT OFFICERS

## CLASS OFFICERS

1956

1957

1958

## HONOR COUNCIL

### CLASS OF 1956

1. Carol Isaksson
2. Barbara Holt

### CLASS OF 1957

1. Eleanor Speer

### CLASS OF 1958

- 1.

### FACULTY:

1. Miss Ruth Lynch
2. Miss Helen Pettit

## JUDICIARY BOARD

*Chairman . . . . .* NANCY GRAHAM

### MEMBERS:

#### CLASS OF 1956

1. Lenore Frank
2. Carolyn Jonker

#### CLASS OF 1957

1. Martha Holbrook
2. Maria Owens

#### CLASS OF 1958

- 1.
- 2.

### ALTERNATES

1. Judith Jones
2. Joan Sandiford
3. Elizabeth Brewster

### ALTERNATES

1. Dolores Kilgore
2. Joy Meding
3. Claudia Speicher

# COMMITTEE CHAIRMEN

## 1955-1956

1. Affiliating Committee . . . . .	Chairman Vice-Chairman	Maria Owens Patricia McAlloon
2. Bible Study . . . . .	Chairman Vice-Chairman	Jane Stevenson Barbara Hagen
3. Dramatic Club . . . . .	Chairman Vice-Chairman	Irene Crossley Elaine Bollins
4. Bulletin Board . . . . .	Chairman Vice-Chairman	Barbara Fague Sue Kadow
5. Glee Club . . . . .	Chairman Vice-Chairman	Martha Holbrook Anne Patterson
6. House Committee . . . . .	Chairman Vice-Chairman	Patricia Bannerman Lois Jackman
7. Lending Library . . . . .	Chairman Vice-Chairman	Marianna Pieck Barbara Scrivens
8. Reference Library . . . . .	Chairman Vice-Chairman	Ruth Lindner Judith Luskind
9. Morning Devotions . . . . .	Chairman Vice-Chairman	Claudia Speicher Doreen Kolditz
10. Polygon Club . . . . .	Chairman Vice-Chairman	Charlotte Pfau Ruth Stratton
11. Pool Committee . . . . .	Chairman Vice-Chairman	Barbara Wanamaker Joan Wheaton
12. Social Committee . . . . .	Chairman Vice-Chairman	Dorothy Brewster Marie Lynch
13. Station Wagon . . . . .	Chairman Vice-Chairman	Margaret Tibbals Alida Isham
14. Student Health . . . . .	Chairman Vice Chairman	Annette Ely Katheryn Geiger
15. Thrift Shop . . . . .	Vice-Chairman Vice-Chairman	Jeanette Sachs Mary Jo Bach

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*President*

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<i>President</i>	.	.	.	.	.	.	.	PHOEBE CURTIS
<i>Vice-President</i>	.	.	.	.	.	.	.	MARGARET FROST
<i>Secretary-Treasurer</i>	.	.	.	.	.	.	.	HELEN ELLISON
<i>Judiciary Board Chairman</i>	.	.	.	.	.	.	.	NANCY GRAHAM

### *Columbia Student Council:*

<i>Senior Representative</i>	.	.	.	.	.	.	.	JEANNE FLAGLER
<i>Junior (alternate)</i>	.	.	.	.	.	.	.	KATHERYN GEIGER

### *Representative to SNANYS:*

<i>Senior</i>	.	.	.	.	.	.	.	JEAN PHILLIPS
<i>Junior</i>	.	.	.	.	.	.	.	KATHLEEN KLADEVKO

## CLASS OFFICERS

1956

<i>President</i>	.	.	.	.	.	.	.	JANET MOWRY
<i>Vice-President</i>	.	.	.	.	.	.	.	RUTH ROSS
<i>Secretary</i>	.	.	.	.	.	.	.	MARY JANE REYNOLDS
<i>Treasurer</i>	.	.	.	.	.	.	.	SABRA DEWEY

1957

<i>President</i>	.	.	.	.	.	.	.	LYNN GARRICK
<i>Vice-President</i>	.	.	.	.	.	.	.	BARBARA LUNSFORD
<i>Secretary</i>	.	.	.	.	.	.	.	BARBARA FAGUE
<i>Treasurer</i>	.	.	.	.	.	.	.	BARBARA SHAW

1958

<i>President</i>	.	.	.	.	.	.	.	
<i>Vice-President</i>	.	.	.	.	.	.	.	
<i>Secretary</i>	.	.	.	.	.	.	.	
<i>Treasurer</i>	.	.	.	.	.	.	.	
Class Adviser for the Class of 1956	.	.	.	.	.	.	.	MISS BEATRICE DORBACKER
Class Adviser for the Class of 1957	.	.	.	.	.	.	.	MISS ELIZABETH S. GILL
Class Adviser for the Class of 1958	.	.	.	.	.	.	.	

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15. Thrift Shop . . . . .	Vice-Chairman Vice-Chairman	Jeanette Sachs Mary Jo Bach

# **STUDENT HANDBOOK**

**and**

## **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**

•

**Department of Nursing  
Faculty of Medicine  
Columbia University**

•

**Presbyterian Hospital  
School of Nursing**



**ANNA C. MAXWELL HALL**  
**179 Fort Washington Avenue**  
**New York 32, N. Y.**



Anna C. Maxwell Hall is the residence for all students in the School of Nursing. It is a twelve story building ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary and recreational facilities are in the building. These rooms are cheerful, sunny and attractively furnished. Class rooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association assume over-all responsibility for the organization and smooth functioning of life in the residence. Group leaders, selected from the Junior Class, aid the incoming class to adjust to their new responsibilities and acquaint them with activities.

This handbook is intended to give to the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence, Miss Florence L. Vanderbilt, and the Director of Recreation, Miss Eula Rathbun, will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

## **RESIDENCE**

### ***Rooms***

1. Each student's room will be her home for the next year and should be made as attractive as possible. All linen, except wash cloths, are provided. Clothes hangers, bed spreads, throw blankets, and window draperies may be provided by the individual student. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Charges for damaged equipment is determined by the cost of replacement and is

at the individual's expense. Repairs should be requested in the repair book at the Reception Desk.

2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and pay replacement fee to the Director of Residence.
3. ALL VALUABLES should be kept locked in the closet in the student's room or may be kept in the safe by arrangement with the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Only radios, T.V. sets, clocks and record players are permitted in student rooms. Other electrical equipment may be substituted only on permission of the Director of Residence.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. To prevent accidents, nothing should be placed on the windowsills at any time.
9. All food in rooms must be kept in tin containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. The use of scotch tape, tacks, etcetera, is prohibited.
11. Portable drying racks are a great convenience, since furniture should never be used for this purpose.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet are a hazard in this respect.
13. ROOM CHANGES:
  - a. Notification of room changes will be left in the student's mailbox.
  - b. Wicker hampers for moving may be secured from the mezzanine and should be returned after use.

- c. The north elevator is recommended when moving.
  - d. Keys are exchanged at the Desk.
  - e. Furniture is not transferable from room to room.
14. Housekeeping:  
Rooms cleaned once a week by housekeeping department:  
Schedule for day, room is to be cleaned, found posted inside door of cleaners closets on each corridor.

## *Meals*

- 1. The dining room is located in the residence.
- 2. Meal ticket books are issued monthly and will be left in mail boxes the last day of each month.
- 3. Meal hours are:

Breakfast:	6:30 A.M. to 9 A.M.
Lunch:	11:45 A.M. to 1:45 P.M.
Dinner:	5:00 P.M. to 6:45 P.M.

Only students delayed on duty will be admitted between 6:45-7:00 P.M.

- 4. Students may entertain guests in the dining room. Arrangements must be made in advance by signing in the book at the ticket desk. The rates are:

Breakfast 35c	Lunch 55c	Dinner 75c
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- 5. It is required that everyone come to dining room appropriately dressed.

## *Quiet Hours*

- 1. The cooperation of each student is required to insure optimum sleeping conditions from 9 A.M. to 4 P.M. and 10:30 P.M. to 7 A.M. Evening and Night Nurse SLEEPING signs may be obtained from the desk.
- 2. Pianos and radios in the residence may be played as follows:
  - a. Gymnasium until 9 P.M.

- b. Sturges Auditorium on week days from 4 to 10 P.M. and on Sundays from 10 A.M. to 10 P.M.
  - c. Recreation rooms from 10 A.M. to 10 P.M.
3. Students are reminded that whenever a record player or radio is in use, it must be played at a low volume and the door to the room must be closed.
  4. Residents are asked to refrain from calling from the windows.
  5. Parties are not to be held in the corridors.
  6. Quiet must be maintained in the sitting rooms throughout the residence after 10:30 P.M.

### *Policies for Late Passes, Overnight and 2 A. M. Privileges*

#### 1. Late passes and overnight privileges:

The following regulations have been formulated and are enforced by the Student Government Association.

- a. Students may leave the residence between 7 A.M. and 10:30 P.M. Permission to leave before 7 A.M. or after 10:30 P.M. will be granted only under special circumstances by the Director of Residence or the Faculty member "on call."
- b. The door to Maxwell Hall is open until 12:30 A.M. with provision for students with 2 A.M. permissions. Ring bell upon arrival and wait until the door is opened. If, for any reason, students are delayed after this time, they are to call Maxwell Hall Infirmary and report to the nurse on duty, Ext. 7063. If no answer here, they are to call the night supervisor in the Nursing Office, Ext. 278.
- c. Students may entertain guests in the reception rooms until 12:15 A.M. by signing for a late pass. The room should be left in order.
- d. All late passes and overnight privileges are extended to students in good standing, *i.e.*, having acceptable clinical and academic ratings and a record of good health and citizenship.
- e. All late passes are granted on a monthly basis.

**2. Late Pass Policies:**

- a. Late passes for all students begin at 10:30 P.M. and extend until 12:30 A.M.
- b. Late passes for night nurses begin at 11:30 P.M. These students should indicate "Night Nurse" in the time out column when signing out.
- c. Number of late passes:

First year, first term—date of entrance to February 1st—6 each month

First year, second term—February 1st to June—10 each month  
Second Year—15 each month

Third Year—at student's discretion

(Privileges begin the day following graduation day in June.)

**3. Overnight Policies:**

- a. Overnight or 2 A.M. privileges may be taken when the student is off duty until 10 A.M. or later the following day. (All classes are considered on-duty time.)
- b. An overnight privilege may be exchanged for a late pass by notifying the receptionist at the desk by 10:30 P.M.

***Signing in and out of Maxwell Hall***

**1. Each student leaving the residence is expected to sign out at the desk stating her destination and to sign in upon her return. This is for her own convenience and will facilitate her getting messages more promptly. The white sign-out sheet is for the use of those not expecting to take a late pass; the card system for late passes, overnights and 2 A.M.'s.**

- a. Each month a card for each student is placed in the alphabetical file box marked "IN."
- b. When a student plans to be away from the residence after 10:30 P.M. she is to indicate the hour of her departure opposite the appropriate date on the card and place the card in the "OUT" box (alphabetically).
- c. Upon her return the time of arrival is to be indicated in the

"IN" column (opposite the appropriate date) and the card returned to the "IN" box.

- d. If the student has signed out on the day sheet and does not return until after 10:30 P.M. she will find her card has been placed in the "OUT" Box. She then signs in as explained above, adding the time she went out to the card.
- e. If she has not signed out for a 2 A.M. but has decided to take one, she must notify the Receptionist at Maxwell Hall Desk of her change in plans by 10:30 P.M.
3. Two o'clock privileges:
  - a. Each student signs in and out as she would for a late pass.
  - b. In addition to (a) she attaches a small green slip, bearing the words "2 A.M." to the upper right hand corner of her card. The date and the student's name must be written on this slip.
4. Overnight privileges:
  - a. Each student signs out as she would for a late pass.
  - b. In addition to (a) she attaches a small pink slip bearing her name, address, and telephone number of her destination, the date and time due on duty, to the upper right hand corner of her card.
  - c. She places her card in the OUT box.
  - d. Upon return, in addition to indicating the time of arrival, she removes the pink slip from her card and replaces it in the "IN" box.
  - e. Reminder: Returning from overnights after 10:30 P.M. will be counted as a late pass.
5. Students on vacation or absent from the residence by special arrangements are to sign in and out in the Absence Book at the desk.

## *Telephone Calls*

1. The Maxwell Hall telephone number is LOrraine 8-5600. If, for any reason, it is necessary to contact the faculty member "on call," use WAdsworth 3-2500, Extension 281.

2. Incoming telephone calls will be transferred to the student's room between 7 A.M. and 10:30 P.M. One buzz will indicate a telephone call and three buzzes will indicate a guest in lobby.
3. Messages will be taken for students on duty or unavailable.
4. Messages will be taken for night nurses until 4 P.M. After 4 P.M. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, fourth, sixth, eighth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

### *Mail and Packages*

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.
2. Mail is delivered to the boxes once a day before 12 Noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 A.M. to 5:30 P.M., Monday through Friday and 8 A.M. to 12 noon on Saturdays.

### *Checks and Money Orders*

1. Bank checks and money orders left at Maxwell Hall Desk must be first endorsed by individual and then an identification endorsement is required by the Director of Residence.
2. Checks and Money Orders so identified are to be re-endorsed

below Director of Residence's signature, when they are taken to be cashed at the Cashier's window in the Accounting Office.

3. Special arrangements for cashing checks exceeding \$100 must be made with the Director of Residence.

### *Newspapers*

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the New York Times. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

### *Elevators*

1. Passenger Elevators located on the south corridor are self-service.
2. The service elevator located on the north corridor may be used by students before 7:30 A.M. and after 4:30 P.M. on week days and all day Sunday.

### *Bulletin Boards*

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a. By first floor passenger elevator—important school notices.
  - b. Opposite first floor telephone booths—student government, special notices, recreational notices, lost and found.
  - c. By the information desk—personal messages and telephone messages.
  - d. North Corridor—class notices, ward assignments, vacation notices and health notices, *i.e.*, X-rays and tuberculin.
  - e. Tod Memorial Library—library notices, displays, exhibits.
  - f. South elevator lobbies on each floor—class and floor information.

### *Luggage*

1. All trunks and extra luggage must be stored in the trunk room.

2. Trunks must be unpacked, clearly labeled, and ready to be taken to the trunk room within twenty-four hours after arrival.
3. Articles not in constant use, which the students wishes to store, may be left in her trunk.
4. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or Mrs. Thomas, the housekeeper, by leaving a written request at the desk.
5. Storage space will be provided for trunks ad suit-cases. The fire laws do not permit storage of cartons, boxes or packages.
6. To have bags or trunks brought from the trunk room, it is necessary to write a note to Mrs. Thomas stating the room to which they are to be delivered.

## *Laundry*

1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces including itemized personal articles.
3. Outgoing laundry boxes should be taken to the south basement corridor Monday or Tuesday of each week between 7 and 9 A.M. Clean laundry is returned at the end of the week to the south elevator lobbies on the residence floors.
4. The student is asked to take laundry incorrectly returned to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to Mrs. Thomas as soon as possible. (Leave at the desk.)
6. Small laundries will be found on the north wing of the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Irons may be borrowed, for three hour periods, by signing the book at the desk. Ironing boards are available in these laundries as well as the kitchenettes.

7. Five Bendix machines are available, at a small fee, in the basement of Harkness Hall.

### *Sewing Machine*

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 11th floor sitting room, must have the approval of Miss Rathbun or a House Committee Member.
2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.
3. Needles and bobbins are supplied and should be left in the machine.
4. The House Committee should be notified if the machine needs repair.

### *Kitchenettes*

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.
5. An automatic ice machine is found in the 6th floor kitchenette.

### *Snack Bar*

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 P.M. daily except Saturdays and holidays.

### *Sample Shoppe*

The Sample Shoppe in Room 654 is sponsored by the Senior Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:30 to 9:30 P.M. daily except weekends and holidays.

## *Morning Devotions*

Morning devotions are held each morning in Sturges Auditorium at 7:50 A.M. It is hoped that everyone on duty at 8 A.M. will attend.

## **UNIFORMS**

### *School Uniform*

The official student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white bib and apron, black shoes and stockings and a white cap. This cap, made of fine white lawn, has a  $\frac{1}{4}$  inch pleat in the back. The brim is turned back just far enough to meet the fulness at the top of the pleat and is about three inches wide. White veil pins hold the cap in place.

After commencement in June, members of the graduating class wear white shoes and stockings with their uniforms.

Each student is expected to wear her uniform proudly. Smoking in uniform in public and below the 2nd floor of the residence is prohibited.

No part of the student uniform is to be worn out of doors.

### *Supplementary Uniforms*

For a period during the first term, a long sleeved, navy blue uniform with a white collar will be worn. This uniform will also be worn during the student's experience in the Out Patient Nursing Service at a later date. Special uniforms for the operating room, delivery room and visiting nurse service may be secured from the Sewing Room, Monday through Friday from 9 A.M. to 5 P.M. Soiled uniforms should be returned to the Sewing Room. Only two uniforms are to be taken at a time and when these two soiled uniforms are returned, two more clean ones will be available.

### *Repair*

Uniform adjustments and repairs are made in the Sewing Room in the north basement of the residence.

Worn out caps and collars may be exchanged here. Additional studs and collar buttons may be secured, at five cents each, on requisition from the Director of Residence.

## HEALTH SERVICE

### *Illness*

1. A 15 bed infirmary is located on the 3rd floor south corridor.
2. Any illness should be reported immediately to this infirmary.
3. Graduate nurses staff the infirmary during a 24-hour period.
4. The school physician, Dr. Gwendolen S. Jones, has office hours in the infirmary daily from 10 A.M. to 12 noon. Please report any illness at this time, if possible.
5. A personnel slip is to be obtained from the Infirmary for any consultation or treatment in the clinic or doctors' offices. Subsequently the slip must be returned to the Infirmary.
6. A Cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before keeping clinic appointments.
7. Students with minor illnesses allowed to remain in their own rooms are to report to the infirmary twice daily to report progress.
8. Students returning from illness or convalescence at home should report before 10:30 P.M. to the infirmary nurse on duty.
9. Written permission by the school physician or nursing faculty is a prerequisite to returning to duty following illness. Permission is also required for leaving the residence.
10. Permission to leave residence when off duty either for illness or disability is to be secured from the Director of Residence or the Faculty Member on call.
11. No late passes are to be granted for a week following an acute illness of four days or longer.

### *Sick Time Allowance*

1. Thirty days sick time is allowed for three year students. Twenty days sick time is allowed for twenty-eight month students. This time is cumulative for the three year period.

2. Sick time will be granted when the student is ill in Maxwell Hall or the hospital or if she is sent home or elsewhere on sick leave at recommendation of the school physician.  
Illness either here or at home should be reported immediately.
3. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours if this absence is to be credited as sick time. If she is seen at home by the family physician, the student may obtain a written certificate from the doctor.  
Notify Director of Residence of illness at home.
4. Absence due to dysmenorrhea or sunburn is recorded as absent time and must be made up.

## IN CASE OF EMERGENCIES

### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the first floor lobby of Maxwell Hall.
2. Civilian Defense directions may be found posted on all bulletin boards.  
  
N.B. In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or through the infirmary after midnight.

## REMUNERATION WORK

Following the first term of the first year, appointments for baby sitting for families of the professional staff of the medical center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation. Student need, school and community standing influence approval for remunerative work.

## CO-CURRICULAR ACTIVITIES

### *Clubs*

1. The *Polygon Club*, of which every student is automatically a member, sponsors bridge and canasta parties and also ping-pong and tennis tournaments throughout the year.
2. For those interested in music, the *Glee Club* meets once each week. They sing the best in choral music including folk songs, choruses from oratorios and semi-classical selections and usually have several concerts a year.
3. *The Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show. Everyone is welcome to join.
4. *Bible Study Group* meets weekly and offers to all students Christian fellowship and the opportunity of joining with others in the reading of the Bible. Sunday School Classes for children in Babies Hospital are conducted by the members.
5. *Newman Club*, a Columbia University activity, meets weekly on the campus of the University. Students will be especially interested in the discussion groups, movies and other activities that give them an opportunity to meet other professional groups at Columbia.

### *The Social Committee*

This committee plans all social activities within Maxwell Hall for the entire year. These include formal and informal dances, teas, student-faculty dinners, the annual hobby show, perhaps a fashion show and other activities.

### *Other Recreational Opportunities*

1. Maxwell Hall swimming pool
  - a. Maxwell Hall residents may enjoy recreational swimming in daytime or evening periods under the supervision of an approved Red Cross life-guard.
  - b. A Red Cross life savings course offered each fall accommodates students who wish to qualify as pool guards.

- c. An aquacade or swimming meet is given each year with swimmers from all classes participating.
- 2. Tennis Courts
  - a. Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play.
  - b. Regulations for the courts are posted on the bulletin board.

### 3. Picnics

The food service will provide lunches for students who wish to go on picnics during the summer months. Request slips are at the desk and must be filled out 24 hours in advance. For weekend picnics, requests must be in before 5 P.M. Friday. (This includes Monday requests.) The number is limited to 25 lunches a day. Meal tickets for the appropriate day should be attached to the request.

### 4. Sun Bathing

This may be enjoyed on the roof of Maxwell Hall. Beach mats are available for the students but must be returned to the closet after use. Blankets may not be taken from the students rooms. Student must provide her own for this purpose.

### 5. Station Wagon

The station wagon is owned by the Department of Nursing and is available to the students for trips to beaches, picnic areas, ski and hiking centers and other places of interest. Miss Eula Rathbun, Director of Recreation, aids in planning these trips and drives the station wagon. The cost of the trip is shared by those who go.

## *Publications*

- 1. *Vital Signs* is the monthly bulletin which provides the news of the residence, the students, the calendar of coming events and other interesting information.
- 2. *Starch and Stripes* is the yearbook published annually under the sponsorship of the Senior Class.

## **LIBRARIES**

### *Tod Memorial Library*

1. This reference library is located on the 1st floor north wing of the residence. The hours are 8 A.M. to 10 P.M. daily.
2. Reserve books and all magazines stay in the library at all times.
3. All books taken from the library are to be signed in and out.

## **TRANSPORTATION TO MEDICAL CENTER**

### *Buses*

1. Fifth Avenue buses which reach the Medical Center are Nos. 2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

### *Subway*

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.
2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

### *General Information*

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.
2. Bicycles may be stored in the Maxwell Hall sub-basement storage room.

## **SHOPS AT MEDICAL CENTER**

The Alumnae Shops on the main floor of Presbyterian Hospital, Harkness Pavilion and the Neurological Institute carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full line of textbooks and all other student supplies is open daily from 9 A.M. to 5 P.M.

The Beauty Shop, open to patients and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

### *Medical School Library*

1. Students are encouraged to use the Medical School Library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University. Students are expected to present bursar's receipts, for identification, when not in uniform.
2. Medical School Library hours are:

Monday through Friday	8:30 A.M. to 10 P.M.
Saturday	9:00 A.M. to 6 P.M.
Sunday	12:00 P.M. to 5 P.M.

### *Public Library*

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

## THE CHAPEL

*The Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the garden. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 P.M.

Weekly Mass held Sunday morning at 7:00 A.M.

Weekly Vespers with guest speakers each Wednesday afternoon from 5:15 to 5:45 P.M.

Weekly Jewish Services, Friday afternoon 2:30 P.M. to 3:00 P.M.

## **CHURCHES**

Churches of all denominations are accessible. Complete lists are posted on Saturday of each week on the bulletin board opposite the telephone booths on the first floor.

## **GUESTS**

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the hospital by students in uniform, provided the students first receive permission from the Director of Residence or the faculty "on call" or the Nursing Office.
2. Guests visiting students in their rooms are expected to leave by 10:30 P.M.
3. Students are permitted to entertain guests over night. The Director of the Residence should be notified 24 hours in advance. Request slips indicating number of guests, date and time of their arrival and departure, type of accommodations desired may be obtained at the desk.

Charges:            \$1.00 room and linen  
                       .75 linen only

4. Overnight guests to sign in guest book at the front desk on arrival.

## **VACATIONS**

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to Mrs. Thomas. Please pack trunks in the hall; do not take them into the room.
2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases, trunks and packaged books.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a. Notice to this effect to be left at the Maxwell Hall desk on the morning of the day before departure.

- b. Luggage must be locked and ready to go by 10 A.M. on the day of departure.
- c. At least two tags, legibly printed, must be affixed.
- 6. Keys are to be left at the desk when signing out.
- 7. Complete address must be legibly written in the Absence and Vacation Book at the desk.
- 8. Residents are expected to be in Maxwell Hall by 10:30 P.M. on the evening before the day scheduled for duty.
- 9. Students must report to the Nursing School Office before leaving for vacations and on returning to duty.

### *Mother's Club of Maxwell Hall*

All mothers are cordially invited to be members of the Mother's Club of Maxwell Hall, which has as its aim "to make Maxwell Hall a home away from home." Dues are \$2.00 per year. Meetings are the first Tuesday afternoon of every month and two evening meetings a year. All mothers in the near vicinity are urged to take an active part in this organization.

### **STUDENT NURSES ASSOCIATION**

The student body is a member of the Student Nurses Association of New York State (SNANYS) which automatically gives us membership in the National Student Nurses Association. Each year two delegates are chosen to represent the school at the annual conventions of these associations. Area 8, the local association of SNANYS has regular meetings to which all students are invited. The activities of the associations are presented to the students through the school paper and at Student Government meetings.

**CONSTITUTION**  
**of the**  
**Student Government Association**  
  
**Department of Nursing**  
**Faculty of Medicine**  
**Columbia University**  
**Presbyterian Hospital**  
**School of Nursing**

**PREAMBLE**

We, the students of the School of Nursing, in order to promote the well being of the School and to increase cooperation among its members, do organize as the Student Government Association of the School of Nursing and establish this constitution.

The Association has been entrusted by the faculty of the School with the management of certain matters concerning the conduct of the students in their school life.

The student entering the School of Nursing accepts the privilege and obligation of self-government under an honor system. She must inform herself as to the academic and non-academic responsibilities which are matters of student honor. The regulations which the Association has established represent the recognized ethical standards governing student life. Since the members of the Student Government Association may at any time change these regulations if they so desire, they are bound to uphold them as long as they stand. The maintaining of these claims of school honor, therefore, rests upon the acceptance by each student of two obligations: the obligation to conform in her own conduct to the standards of school honor; and the obligation to cooperate in holding others to these standards. Success or failure depends upon the sense of responsibility of each student.

Honor is a sense of personal satisfaction and worthwhileness de-

rived from a confidence in ones proven values. This sense of honor governs our thinking and actions to that we understand and exhibit such characteristics as integrity, respect for individuals and groups and also assume responsibility for perpetrating values which we recognize as important.

Each individual is responsible for her own actions. In a single situation this gives her considerable lee-way in exercising her values. As individuals become members of a group, the prerogative for individuality narrows, and the common good becomes of paramount importance. Although each member of a group is assured to have complete integrity, she is not always aware of the affect of her actions upon the group. To encourage a constant awareness of this, each group member assumes the responsibility for encouraging and supporting the integrity of others.

To foster this it is agreed that each individual will assume the responsibility of her own actions within the framework of generally accepted social and moral values, and specifically, the rules of the Government Association.

To achieve a better understanding of our Honor System, we shall define some of the more specific areas covered by the Honor System and each individual's privileges and responsibilities in this form of Student Government.

## *Academic*

Each student shall be responsible for the originality of the work submitted by her except as due credit is given for direct quotations and sources of information. This is intended to include sharing of information on examinations. Tests and examinations will not be proctored.

## *Social*

High ethical standards of a student life shall be maintained. This shall include abiding by all the rules and regulations outlined by the Student Association and shall assume that each student has an attitude of sensitivity toward what is acceptable conduct.

## *Clinical*

Complete integrity is anticipated from all concerned directly with caring for others (directly or indirectly).

## *General*

Students are expected to comply with the rules and regulations of the Student Government Association related to care of the residence and hospital property, wearing of the school uniform, use of the library and other facilities. Conduct not specifically referred to but generally recognized as socially and professionally acceptable is expected of each student.

In the event that an individual disregards these values she will report herself to a member of the Judiciary Board.

In the event of a violation:

1. A member of the group is responsible for reminding the offender of her obligation.
2. The offender must report herself to the Judiciary Board, within 24 hours.
3. The person who reminded the offender is expected to ascertain whether or not appropriate action was taken by the offender.
4. If the offender does not report her actions, the person who has reminded her is responsible for reporting the incident to a member of the Judiciary Board.

When honor is not upheld in the clinical situation, each student is expected to assume the same responsibility for assisting another to report her acts. The report should be made directly to the head nurse in charge of the unit. If it is necessary for another student to report the situation, she should report it to the head nurse. Subsequent action will be taken through established channels of the Nursing Service, and are not the responsibility of the Judiciary Board.

The Faculty reserves the right to indicate particular situations, other than those mentioned, which they feel do not fall under student jurisdiction. This is done to safeguard the individual student and the student body as a whole.

# **BY-LAWS**

## **ARTICLE ONE**

**SECTION I.** The Association shall consist of all student nurses in the school. Membership shall continue until the student receives her pin.

**SECTION II.** The Association shall hold a regular meeting the first week of January, March, May and November, and the second week of September, and special meetings at the discretion of the Council.

All students off duty are expected to attend unless personally excused by the President twenty-four hours prior to the meeting. For unexcused absence a student shall lose one weeks' late passes including overnight privileges.

**SECTION III.** The Officers of the Association shall be:

President

Vice-President

Secretary-Treasurer

Chairman of the Judiciary Board

**SECTION IV.** The Officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office after graduation in June.

**SECTION V.** The President of the Association shall not be eligible to any other office, either in her own class or in the Association.

**SECTION VI.** The annual election of Officers of the Association shall be held in May. The President, Vice-President, and Chairman of the Judiciary Board to be elected from the Senior Class, completing the nursing course in September, and the Secretary-Treasurer from the school at large. In order to hold an office it is required that student's average be at least 85 percent and that she has a satisfactory health record.

**SECTION VII.** No separate dues shall be collected by the Student Government Association. The annual budget of the Department of Nursing covers the cost of general student activities.

### **SECTION VIII. Nominating Committee.**

- A. Not less than two weeks before the annual election the President shall appoint a nominating committee consisting of the President of each class and two other members from the Freshman and Junior Classes.
- B. This nominating committee shall present at least two names for each office—the list to be sent to the faculty for approval and posted one week before the annual election.

## **ARTICLE TWO**

**SECTION I.** There shall be a council consisting of the Professor of Nursing, the officers of the Association, the president of each class, the Director of Residence, and any persons invited by the presiding officer.

**SECTION II.** The President of the Association shall be Chairman of the Council.

**SECTION III.** The duties of the Council shall be—

1. To uphold and maintain the standards of the School of Nursing.
2. To advise and direct when necessary the activities of the Executive Board.

**SECTION IV.** The Student Council shall have power to levy penalties for infraction of rules; this power to be subject to the approval of the Professor of Nursing, and the School as a whole, when desired.

**SECTION V.** Attendance of two-thirds of the members of the Council shall constitute a quorum.

**SECTION VI.** The Council shall meet on the second Tuesday of February, April, October and December and on the third Tuesday of June.

## **ARTICLE THREE**

**SECTION I.** There shall be an Executive Board consisting of:

1. The four officers of the Senior, Junior and Freshman Classes.

2. The Chairman of the following committees: Affiliating, Bible, Study, Bulletin Board, Dramatic Club, Glee Club, House, Library-Lending, Library-Reference, Morning Devotions, Polygon Club, Pool Committee, Social, Station Wagon, Students Health, Student Prints, Thrift Shop and Vital Signs.
3. All officers of Student Government.
4. The Director of Residence upon invitation.

SECTION II. The Vice-President of the Student Government Association shall be the Chairman of the Executive Board.

The Secretary of the Student Government Association shall be the Secretary of the Executive Board.

SECTION III. The affiliating students shall be represented on the Executive Board by the Director of Residence if necessary.

SECTION IV. Any other group of students not a part of the Executive Board shall be represented on said Board by a member of the group appointed by the Vice-President.

SECTION V. The duties of the Executive Board shall be—

1. To coordinate student community activities.
2. To discuss matters pertaining to the welfare of the students.
3. The Executive Board shall meet on the first Tuesday of February, April, October and December and on the second Tuesday in June to discuss reports from each class and committee, and to act as a coordinating group for projects of the student body.
4. The Director of Residence shall meet with the Board at the request of its Chairman and shall be ready upon invitation to advise members of this Board.

SECTION VI. The duties of officers and committee chairman shall be:

1. The President of Student Government shall appoint all committee chairmen with the exception of the Judiciary Board Chairman who shall be elected by the student body in the spring Student Government elections.

2. The President, in appointing committee chairmen should consider recommendations of retiring chairmen and class presidents and submit these recommendations for faculty approval.
3. The Student Social Committee with the Director of Recreation and Class Faculty Advisors shall schedule and conduct social activities for all students.
  - a. The Glee Club Chairman,
  - b. The Dramatic Club Chairman,
  - c. and the Polygon Chairman and Committees shall assist the Social Committee in selecting and conducting extracurricular events which reflect student interests,
  - d. The Affiliating Committee Chairman shall select representatives from each class to assist her and the Director of Recreation in welcoming affiliating students upon their arrival each month.
4. The Lending Library Committee shall operate a Fiction Library, where students may borrow books for recreational reading.
5. The Student Library Committee with a faculty committee shall supervise the professional reference library of Maxwell Hall. Duties include cataloging, lending and checking books, proctoring evening hours and recommending purchase of new books and renewals.
6. The Judiciary Chairman with a board of two students from each class plus three alternates from each class who are elected by the students at the time of formal class elections shall meet weekly to discuss offenses and levy penalties incurred by individuals. Two affiliates are asked to be members of this board: To hold position during residence in Maxwell Hall. When they leave, two more affiliates will fill the seats vacated by their return to their home school.

Judiciary Board shall meet at weekly intervals, specified by the board, unless the Chairman states that a meeting is unnecessary and posts a notice to that effect three days in advance of the usual meeting date.

If Judiciary Board feels that it could not or should not handle a specific case, *i.e.*, if the case were not one of the type normally handled by Judiciary Board; or if an individual disagrees with the decision of the Judiciary Board, then the problem would be referred to Honor Council.

Honor Council is composed of two seniors, one junior, one freshman, elected by the students at the time of formal class elections, and two faculty members chosen in a manner decided by the Faculty.

Honor Council shall be concerned with relationships within the school and recommendations of suspension or expulsion from the school. Honor Council shall not be concerned with matters which by their nature involve the private lives of a student or those matters which involve a student's academic standing.

7. The Student House Committee Chairman with representatives from each floor, shall be
  - a. responsible for the use, order and upkeep of kitchenettes, laundries, sitting rooms and student bed rooms.
  - b. have jurisdiction over noise in the Residence. Each student shall act as floor proctor for one week.
  - c. the shelves outside the dining room are to be cleared by 10 P.M. every night. Members of the House Committee will collect all articles after this hour and keep them until claimed by the owners. A fine of 25 cents will be charged for each article not claimed within three days.
8. The Devotions Committee shall arrange morning devotions.
9. The Food and Health Committee with the Directors of Residence and Nutrition shall have responsibility for promoting healthful living.

## ARTICLE FOUR

SECTION I. There shall be three class organizations, Freshman, Junior and Senior.

**SECTION II.** The Officers of the Junior and Senior Classes shall be elected by June and shall take office immediately after graduation exercises. To hold an office it is required that student's average be at least 85 percent and that she has a satisfactory health record.

**SECTION III.** The Executive Committee of each class shall meet at the discretion of the President to discuss matters pertaining to its welfare.

**SECTION IV.** The Class Advisor shall attend meetings at the request of the presiding officer and shall be ready upon invitation to advise its members.

## **ARTICLE FIVE**

### **FRESHMAN CLASS**

**SECTION I.** The purpose of the Student Government Association shall be reviewed with the Freshman Class in their first week after arrival.

## **ARTICLE SIX**

Amendments will be proposed and posted two weeks before the student government meeting at which time they will be voted upon.

A vote of two-thirds of the members of the Association is necessary to amend this Constitution.

## **ARTICLE SEVEN**

Parliamentary procedure is to be followed in the Student Government Association meetings according to Roberts' Rules of Order.

## **ARTICLE EIGHT**

All students who will not conform to the Student Association regulations shall be suspended from the Association and shall become directly responsible to the Faculty.

Revised 1954

## OFFICES OF VARIOUS FACULTY—WHERE TO REACH THEM

MISS ELEANOR LEE, *Acting Executive Officer*

Nursing Office—*Secretary*: Miss MacLean—Ext. 406

MISS MARGARET ELIOT, *Acting Director of Nursing*

Nursing Office—*Secretary*: Miss Dovey—Ext. 278

MISS J. M. ADA MUTCH, *Assistant Professor of Nursing*—(Clinical Assignment)

Nursing Office—Ext. 406

MISS FLORENCE VANDERBILT, *Director of Residence and Student Health*

Maxwell Hall, Room No. 117—*Secretary*: Mrs. Ruddiman—Ext. 639

MRS. HARRIET DELEURAN, *Assistant Professor of Nursing* (Curriculum)

Maxwell Hall, Room No. 122—Ext. 634

MISS RUTH A. LYNCH, *Instructor in Nursing* (Guidance)

Maxwell Hall, Room No. 120—Ext. 635

MISS EULA RATHBUN, *Director of Recreation*

Maxwell Hall, Room No. 119—Ext. 7782

MISS HELEN PETTIT, *Assistant Professor of Nursing* (Clinical Curriculum)

Maxwell Hall, Room No. 123—Ext. 7815



## **“P.H.” HYMN**

Tune: Dear Lord and Father of Mankind

Cecile Covell, '26

Dear Alma Mater from whose heights  
    All healing grace descends,  
Enduring may thy help abide,  
    Reflect in us thy power to guide  
        Humanity as friends.

Across the shifting sands of time  
    The forward pathway leads,  
With courage, faith and will our guard  
As “Neighbors” serve without regard  
    To color, race or creeds.

Oh, grant us Lord that we may feel  
    Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
    Our last Commencement Day.



1956

# STUDENT HANDBOOK

DEPARTMENT OF NURSING • FACULTY OF MEDICINE  
COLUMBIA UNIVERSITY

PRESBYTERIAN HOSPITAL • SCHOOL OF NURSING



## STAND COLUMBIA

(No. 351 in Hymn Book)

GILBERT OAKLEY WARD, '02 . . . . . Haydn

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

# **STUDENT HANDBOOK**

**and**

# **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**



**Department of Nursing  
Faculty of Medicine  
Columbia University**



**Presbyterian Hospital  
School of Nursing**



**ANNA C. MAXWELL HALL  
179 Fort Washington Avenue  
New York 32, N. Y.**



Anna C. Maxwell Hall is the residence for all students in the School of Nursing. It is a twelve story building ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary and recreational facilities are in this building. These rooms are cheerful, sunny and attractively furnished. Class rooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association assume over-all responsibility for the organization and smooth functioning of life in the residence. Group leaders, selected from the Junior Class, aid the incoming class to adjust to their new responsibilities and acquaint them with activities.

This handbook is intended to give to the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence, Miss Florence L. Vanderbilt, and the Director of Recreation, Miss Eula Rathbun, will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

## **RESIDENCE**

### ***Rooms***

1. Each student's room will be her home for the next year and should be made as attractive as possible. All linen, except wash cloths, are provided. Clothes hangers, bed spreads, throw blankets, and window draperies may be provided by the individual student. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Repairs should be requested in the repair book at the Reception Desk. Charges for

damaged equipment is determined by the cost of replacement and is billed to the student.

2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and to pay a replacement fee to the Director of Residence.
3. ALL VALUABLES should be kept locked in the closet in the student's room or may be kept in the safe by arrangement with the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Only radios, T.V. sets, clocks and record players are permitted in student rooms. Other electrical equipment may be substituted only on permission of the Director of Residence.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. To prevent accidents, nothing should be placed on the windowsills at any time.
9. All food in rooms must be kept in tin containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. The use of scotch tape, tacks, etcetera, is prohibited.
11. Portable drying racks are a great convenience, since furniture should never be used for this purpose. When these are in use they must be kept within student's room.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet are a hazard in this respect.
13. *Room Changes*
  - a. Request for a particular room or location may be made to the Director of Residence. These will be granted whenever possible after careful study of all requests.

- b. If a change of room is necessary during the school year, a notice will be left in the student's mail box.
- c. Wicker hampers for moving may be secured from the mezzanine and should be returned after use.
- d. The north elevator is recommended when moving.
- e. Keys are exchanged at the Desk.
- f. Furniture is not transferable from room to room. This includes bureau drawers.

#### 14. *Housekeeping*

- a. Rooms are cleaned once a week by the housekeeping department. The cleaning schedule is posted on the cleaner's closet door on each corridor.
- b. Students will find cleaning closets on all corridors provided with equipment for keeping rooms in good conditioning.

#### *Meals*

1. Meal ticket books, for use in Maxwell Hall only, are issued monthly and will be left in mail boxes on the last day of each month. Tickets issued represent a monetary investment and should be handled carefully by each individual. No transfer of tickets should take place. In case of loss, replacement may be secured at the main desk in the lobby. Any tickets found, which are currently good should be turned in at desk, any not used and out-dated should be destroyed.

2. Meal hours are:

Breakfast:	6:30 A.M. to 9 A.M.
Lunch:	11:45 A.M. to 1:45 P.M.
Dinner:	5:00 P.M. to 6:45 P.M.

Only students delayed on duty will be admitted between 6:45-7:00 P.M.

3. Guests should be taken to the dining room *before* 1:30 P.M. for the noon meal and *before* 6:30 P.M. for the evening meal.

Rates for these meals are:

Breakfast 35c

Lunch 55c

Dinner 75c

4. It is required that everyone come to the dining room appropriately dressed.
5. No food, except fresh fruit is to be taken from the dining room.
6. *Evening and Night Nurses Meals—Coffee Shop*

An evening meal may be obtained following evening duty, 10 P.M., or thereafter, or preceding night duty in the Coffee Shop in the main hospital building—first floor. A special ticket for this meal may be procured and signed for at the desk in the residence. This shop closes at 12:45 A.M. Since a great demand is put on dining facilities, it is requested that students use the Coffee Shop for this purpose only.

#### 7. *Snack Bar*

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 P.M. daily except Saturdays and holidays.

### *Quiet Hours*

1. The cooperation of each student is required to insure optimum sleeping conditions from 9 A.M. to 4 P.M. and 10:30 P.M. to 7 A.M. Evening and Night Nurse SLEEPING signs may be obtained from the desk.
2. Pianos and radios in the residence may be played as follows:
  - a. Gymnasium until 9 P.M.
  - b. Sturges Auditorium on week days from 4 to 10 P.M. and on Sundays from 10 A.M. to 10 P.M.
  - c. Recreation rooms from 10 A.M. to 10 P.M.
3. Students are reminded that whenever a record player or radio is in use, it must be played at a low volume and the door to the room must be closed.
4. Residents are asked to refrain from calling from the windows.
5. Parties are not to be held in the corridors or on the roof after 10:30 P.M.
6. Quiet must be maintained in the sitting rooms throughout the residence after 10:30 P.M.

## *Policies for Late Passes, Overnight and 2 A. M. Privileges*

### **1. Late passes and overnight privileges:**

The following regulations have been formulated and are enforced by the Student Government Association.

- a. Students may leave the residence between 7 A.M. and 10:30 P.M. Permission to leave before 7 A.M. or after 10:30 P.M. will be granted only under special circumstances by the Director of Residence or the Faculty member "on call." A slip to request this permission may be obtained at the desk. No permission is needed for attending early mass before 7 A.M.
- b. The door to Maxwell Hall is open until 12:30 A.M. with provision for students with 2 A.M. permissions. Ring bell upon arrival and wait until the door is opened. If, for any reason, students are delayed after this time, they are to call Maxwell Hall Infirmary and report to the nurse on duty, Ext. 7063. If no answer here, they are to call the night supervisor in the hospital, Ext. 271.
- c. Students may entertain guests in the reception rooms until 12:15 A.M. by signing for a late pass. The room should be properly lighted while entertaining guests and should be left in order.
- d. All late passes and overnight privileges are extended to students in good standing, *i.e.*, having acceptable clinical and academic ratings and a record of good health and citizenship.
- e. All late passes are granted on a monthly basis.

### **2. Late Pass Policies:**

- a. Late passes for all students begin at 10:30 P.M. and extend until 12:30 A.M.
- b. Late passes for night nurses begin at 11:30 P.M. These students should indicate "Night Nurse" in the time out column when signing out.
- c. Number of late passes:

First year, first term—date of entrance to February 1st—6 each month

First year, second term—February 1st to June—10 each month  
Second Year & affiliating students—15 each month  
Third Year—at student's discretion  
(Privileges begin the day following graduation day in June.)

3. *Overnight Policies:*

- a. Overnight or 2 A.M. privileges may be taken when the student is off duty until 9 A.M. or later the following day. (All classes are considered on-duty time.)
- b. An overnight privilege may be exchanged for a late pass by notifying the receptionist at the desk by 12 midnight.
- c. A late pass may be extended to a 2 A.M. permission or overnight by notifying the receptionist at the desk by 12 midnight.

*Signing in and out of Maxwell Hall*

1. Each student leaving the residence is expected to sign out at the desk, stating her destination, and to sign in upon her return. This is for her own convenience and will facilitate her getting messages more promptly. The white sign-out sheet is for the use of those not expecting to take a late pass; the card system for late passes, overnights and 2 A.M.'s.
  - a. Each month a card for each student is placed in the alphabetical file box marked "IN."
  - b. When a student plans to be away from the residence after 10:30 P.M. she is to indicate the hour of her departure opposite the appropriate date on the card and place the card in the "OUT" box (alphabetically).
  - c. Upon her return the time of arrival is to be indicated in the "IN" column (opposite the appropriate date) and the card returned to the "IN" box.
  - d. If the student has signed out on the day sheet and does not return until after 10:30 P.M. she will find her card has been placed in the "OUT" Box. She then signs in as explained above, adding the time she went out to the card.
  - e. If she has not signed out for a 2 A.M. but has decided to take one, she must notify the Receptionist at Maxwell Hall Desk of her change in plans by 12 midnight.

**2. Two o'clock privileges:**

- a. Each student signs in and out as she would for a late pass.
- b. In addition to (a) she attaches a small green slip, bearing the words "2 A.M." to the upper right hand corner of her card. The date and the student's name must be written on this slip.
- c. Additional 2 A.M. permissions may be taken as follows:  
First year students—one per month  
Second year and affiliating students—two per month  
Third year students—three per month  
These are known as "floating 2 A.M.'s" and may be taken irrespective of a student's hours on duty the following day.  
These privileges are subject to withdrawal at any time if used unwisely.
- d. Signing in for "F" 2 A.M. Privileges  
Each student signs in and out as she would for a regular two o'clock privilege. On the green card she prints an "F" beside the words 2 A.M. and circles it. Another encircled "F" is printed in the "In Column" of the student's white card. The card is then placed in the 2 A.M. box at the desk.

**3. Overnight privileges:**

- a. Each student signs out as she would for a late pass.
- b. In addition to (a) she attaches a small pink slip bearing her name, address, and telephone number of her destination, the date and time due on duty, to the upper right hand corner of her card.
- c. She places her card in the OUT box.
- d. Upon return, in addition to indicating the time of arrival, she removes the pink slip from her card and replaces it in the "IN" box.
- e. Reminder: Returning from overnights after 10:30 P.M. will be counted as a late pass.

**4. Students on Vacation or Absent from the Residence**

Students on vacation or absent from the residence by special arrangements are to sign in and out in the Absence Book at the desk.

## *Telephone Calls*

1. The Maxwell Hall telephone number is LOrraine 8-5600. If, for any reason, it is necessary to contact the faculty member "on call," use WAdsworth 3-2500, Extension 281.
2. Incoming telephone calls will be transferred to the student's room between 7 A.M. and 10:30 P.M. One buzz will indicate a telephone call and three buzzes will indicate a guest in lobby.
3. Student's assigned hours are posted at the desk each week. All students are requested to report schedule changes to make it possible for the receptionist to be of the greatest assistance to you and your friends.
4. Messages will be taken for night nurses until 4 P.M. After 4 P.M. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, fourth, sixth, eighth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

## *Mail and Packages*

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.
2. Mail is delivered to the boxes once a day before 12 Noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 A.M. to 5:30 P.M., Monday through Friday and 8 A.M. to 12 noon on Saturdays.

## *Checks and Money Orders*

1. Bank checks and money orders left at Maxwell Hall Desk must be first endorsed by individual and then an identification endorsement is required by the Director of Residence.
2. Checks and Money Orders so identified are to be re-endorsed below Director of Residence's signature, when they are taken to be cashed at the Cashier's window in the Accounting Office.
3. Special arrangements for cashing checks exceeding \$100 must be made with the Director of Residence.

## *Newspapers*

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the New York Times. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

## *Elevators*

1. Passenger elevators located on the south corridor are self-service. During the busy hours it is suggested that students living on the lower floors walk up and down stairs.
2. The service elevator located on the north corridor may be used by students before 7:30 A.M. and after 4:30 P.M. on week days and all day Sunday.

## *Bulletin Boards*

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a. By first floor passenger elevator, Department of Nursing, Student Government and Class notices.
  - b. Opposite first floor telephone booths—student government, special notices, recreational notices, lost and found.
  - c. By the information desk—personal messages and telephone messages.

- d. North Corridor—class notices, clinical assignments, vacation notices and health notices, *i.e.*, X-rays and tuberculins.
- e. Tod Memorial Library—library notices, displays, exhibits.
- f. South elevator lobbies on each floor—class and floor information.
- g. By basement passenger elevators. Committee and club notices.

### *Luggage*

- 1. All trunks and extra luggage must be stored in the trunk room.
- 2. Trunks must be unpacked, clearly labeled, and ready to be taken to the trunk room within twenty-four hours after arrival.
- 3. Articles not in constant use, which the students wishes to store, may be left in her trunk.
- 4. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or Mrs. Thomas, the housekeeper, by leaving a written request at the desk.
- 5. Storage space will be provided for trunks ad suit-cases. The fire laws do not permit storage of cartons, boxes or packages.
- 6. To have bags or trunks brought from the trunk room, it is necessary to write a note to Mrs. Thomas stating the room to which they are to be delivered.

### *Laundry*

- 1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
- 2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces including itemized personal articles. In an emergency, additional uniform equipment will be laundered if the slip is signed by the Director of Residence.
- 3. Outgoing laundry boxes should be taken to the laundry storage room, south basement, Monday or Tuesday of each week between 7 and 9 A.M. Use all shelves and start in back of room first. Pile boxes evenly so that all boxes may be accommodated. Clean

laundry is returned, at the end of the week, to the south elevator lobbies on the residence floors.

4. The student is asked to take laundry incorrectly returned to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to Mrs. Thomas as soon as possible. (Leave at the desk.)
6. Small laundries will be found on the north wing of the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Irons may be borrowed, for three hour periods, by signing the book at the desk. Ironing boards are available in these laundries as well as the kitchenettes.
7. Five Bendix machines are available, at a small fee, in the basement of Harkness Hall.

### *Sewing Machine*

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 11th floor sitting room, must have the approval of Miss Rathbun or a Residence Committee Member.
2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.
3. Needles and bobbins are supplied and should be left in the machine.
4. The Residence Committee should be notified if the machine needs repair.

### *Kitchenettes*

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.
5. An automatic ice machine is found in the 6th floor kitchenette.

## *Sample Shoppe*

The Sample Shoppe in Room 654 is sponsored by the Third Year Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:30 to 9:30 P.M. daily except weekends and holidays.

## *T.V. Rooms*

T.V. sets for students enjoyment are located in the Game Room, adjoining the dining room, and in the T.V. Lounge beneath the library in the north corridor. The game room T.V. may be used until 10:30 P.M. Outside guests may enjoy this set with you. The T.V. lounge is for residents only and may be used until 12:30 A.M. Students remaining until 12:30 A.M. sign for a late pass.

## *Morning Devotions*

Morning devotions are held every morning in Sturges Auditorium at 7:45 A.M. It is expected that everyone on duty at 8 A.M. will attend.

## **UNIFORMS**

### *School Uniform*

The official student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white bib and apron, black shoes and stockings and a white cap. This cap, made of fine white lawn, has a  $\frac{1}{4}$  inch pleat in the back. The brim is turned back just far enough to meet the fulness at the top of the pleat and is about three inches wide. White veil pins hold the cap in place.

The Third Year student wears white shoes and stockings following registration in September.

Each student is expected to wear her uniform proudly. Jewelry is not to be worn at any time while in uniform. This includes ornamental hair fasteners and all rings except wedding ring. A wrist watch is a required part of the nurse's equipment.

No part of the student uniform is to be worn out of doors.

Smoking in uniform in public and below the 2nd floor of the residence is prohibited, the only exception is in the Game Room, immediately after meals.

## *Supplementary Uniforms*

Special two piece short sleeved white uniforms are provided for use in the operating room and maternity services, and on most services during the warm summer months. These uniforms are secured from the Sewing Room—Monday through Friday from 9 A.M. to 5 P.M. Soiled uniforms are sent to the laundry from the sewing room. Two uniforms are provided weekly and when two soiled ones are returned two clean ones will be provided in exchange. Bibs and aprons are worn with this uniform.

During the students field experience in public health nursing the navy uniform will be worn. Other equipment needed for this experience, such as tailored coat and navy beret and rain clothes are provided by the student.

## *Repair and Replacement of Uniforms*

1. Mending or repairing of uniform equipment will be taken care of in sewing room, north basement.
2. Worn out caps and collars may be exchanged in the sewing room. Additional studs and collar buttons may be secured, at five cents each, on requisition from the Director of Residence.

## *Decorum*

All persons entering a profession assume responsibilities as individuals and as a member of a recognized group.

The word nurse means a great deal to many people and as a result certain demands are made of her.

It is hoped that quite soon you will become aware of what the residence community as well as the community as a whole expects of you. In most instances this cannot be clearly defined but will be obvious if you look for it. It is challenging, as it suggests the trust that is placed in you.

Appropriate attire is a simple yardstick. In the city, dress is apt to be a little more formal than on rural college campuses. Slacks, dungarees and shorts are not acceptable on the street or in areas where guests are received in the residence.

Alcoholic beverages may not be used in the residence.

The community as a whole and members of other professional disciplines associated with us in the Medical Center look to us to

maintain with them the high standard of the health profession. Too, many of our patients come from the immediate vicinity which makes it most important that we always represent ourselves as we truly wish them to think of us. They entrust themselves to us often.

## HEALTH SERVICE

### *Illness*

1. A 15 bed infirmary is located on the 3rd floor south corridor.
2. Any illness should be reported immediately to this infirmary.
3. Graduate nurses staff the infirmary during a 24-hour period.
4. The school physician, Dr. Gwendolen S. Jones, has office hours in the infirmary daily from 10 A.M. to 12 noon. Please report any illness at this time, if possible.
5. A personnel slip is to be obtained from the Infirmary for any consultation or treatment in the clinic or doctors' offices. Subsequently the slip must be returned to the Infirmary.
6. A Cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before keeping clinic appointments.
7. Students with minor illnesses allowed to remain in their own rooms are to report to the infirmary twice daily to report progress.
8. Illness either here or at home should be reported immediately to the Director of Residence or faculty member on call.
9. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours. If she is seen at home by the family physician the student should obtain a written certificate from the doctor stating diagnosis and treatment.
10. Absence due to dysmenorrhea or sunburn are inexcusable absences.
11. Students returning from illness or convalescence at home should report to the infirmary nurse on duty before 10:30 P.M.
12. Permission by the school physician or nursing faculty is a prerequisite to leaving the residence or returning to duty following illness. A written slip is secured from the Infirmary and taken to the person in charge of rotation on the special service or to

the Nursing School Office on the 4th Floor (see posted sheet on Health Bulletin Board). When a student resumes a partial or total schedule following a illness or absence she must sign her name on the slip provided in the Nursing Office on the 4th floor of the hospital before she reports to her service. This must be done immediately.

13. No late passes are to be granted for a week following an illness of four days or longer.

### *Visiting Patients in the Hospital*

Permission slip must be secured from the Director of Residence or faculty member on call when visiting patients in any part of the hospital.

### **IN CASE OF EMERGENCIES**

#### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the first floor lobby of Maxwell Hall.
  2. Civilian Defense directions may be found posted on all bulletin boards.
- N.B. In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or through the infirmary after midnight.

### **REMUNERATIVE WORK**

Appointments for baby sitting for families of the professional staff of the medical center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation Student need, school and community standing influence approval for remunerative work.

### **CO-CURRICULAR ACTIVITIES**

#### *Clubs*

1. The *Polygon Club*, of which every student is automatically a member, sponsors bridge and canasta parties and also ping-pong and tennis tournaments throughout the year.

2. For those interested in music, the *Glee Club* meets once each week. They sing the best in choral music including folk songs, choruses from oratorios and semi-classical selections and usually have several concerts a year.
3. *The Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show. Everyone is welcome to join.
4. *Christian Fellowship* meets weekly and offers to all students the opportunity of joining with others in the reading of the Bible. Sunday School Classes for children in the Babies Hospital are conducted by the members.
5. *Newman Club*, a Columbia University activity, meets weekly on the campus of the University. Students will be especially interested in the discussion groups, movies and other activities that give them an opportunity to meet other professional groups at Columbia.

### *Activities Council*

Chairmen of all Clubs, Class Representatives and the Director of Recreation coordinate an activities program open to all students. Formal and informal dances, concerts, play nites, parties, tournaments, swimming meets and picnics are among the activities scheduled.

### *Opera—Arts and Science Series*

Five season tickets for the opera, at student subscription rates, are purchased each year. Tickets may be reserved and paid for on a single performance basis. Two season tickets for the Arts and Science Series at the University are available without charge. This series offers foreign affairs lectures, concerts and travel films.

### *Other Recreational Opportunities*

1. Maxwell Hall swimming pool
  - a. Maxwell Hall residents may enjoy recreational swimming in daytime or evening periods under the supervision of an approved Red Cross life-guard.
  - b. A Red Cross life savings course offered each fall accommodates students who wish to qualify as pool guards.

- c. An aquacade or swimming meet is given each year with swimmers from all classes participating.
- 2. Tennis Courts
  - a. Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play.
  - b. Regulations for the courts are posted on the bulletin board.

### 3. Picnics

The food service will provide lunches for students who wish to go on picnics during the summer months. Request slips are at the desk and must be filled out 24 hours in advance. For weekend picnics, requests must be in before 5 p.m. Friday. (This includes Monday requests.) The number is limited to 25 lunches a day. Meal tickets for the appropriate day should be attached to the request.

### 4. Sun Bathing

This may be enjoyed on the roof of Maxwell Hall. Beach mats are available for the students but must be returned to the closet after use. Blankets may not be taken from the students rooms. Student must provide her own for this purpose.

### 5. Station Wagon

The station wagon is owned by the Department of Nursing and is available to the students for trips to beaches, picnic areas, ski and hiking centers and other places of interest. Miss Eula Rathbun, Director of Recreation, aids in planning these trips and drives the station wagon. The cost of the trip is shared by those who go.

## *Publications*

- 1. *Vital Signs* is the monthly bulletin which provides the news of the residence, the students, the calendar of coming events and other interesting information.
- 2. *Starch and Stripes* is the yearbook published annually under the sponsorship of the Third Year Class.

## **LIBRARIES**

### *I. Tod Memorial Library*

1. This reference library is located on the 1st floor, north wing of the residence. The hours are 8 A.M. to 10 P.M. daily.
2. Reserve books and all magazines stay in the library at all times.
3. All books taken from the library are to be signed in and out.

### *II. Lending Library*

North Basement of Maxwell Hall. The hours will be posted.

### *III. Medical School Library*

1. Students are encouraged to use the Medical School Library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University. Students are expected to present bursar's receipts, for identification, when not in uniform.
2. Medical School Library hours are:  
Monday through Friday      8:30 A.M. to 10 P.M.  
Saturday                        9:00 A.M. to 6 P.M.  
Sunday                         12:00 P.M. to 5 P.M.

### *IV. Public Library*

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

## **TRANSPORTATION TO MEDICAL CENTER**

### *Buses*

1. Fifth Avenue buses which reach the Medical Center are Nos. 2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

### *Subway*

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.

2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

## *General Information*

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.
2. Bicycles may be stored in the Maxwell Hall sub-basement storage room.

### **SHOPS AT MEDICAL CENTER**

The Alumnae Shops on the main floor of Presbyterian Hospital, Harkness Pavilion and the Neurological Institute carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full line of textbooks and all other student supplies is open daily from 9 A.M. to 5 P.M.

The Beauty Shop, open to patients and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

### **THE CHAPEL**

*The Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the garden. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 P.M.

Weekly Mass held Sunday morning at 7:00 A.M.

Weekly Vespers with guest speakers each Wednesday afternoon from 5:15 to 5:45 P.M. with a medical student-student nurse choir.

Weekly Jewish Services, Friday afternoon 2:30 P.M. to 3:00 P.M.

## CHURCHES

Churches of all denominations are accessible. Complete lists are posted on Saturday of each week on the bulletin board opposite the telephone booths on the first floor.

## GUESTS

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the hospital by students in uniform, provided the students first receive permission from the Director of Residence or the faculty "on call" or the Nursing Office.
2. Guests visiting students in their rooms are expected to leave by 10:30 P.M.
3. Students are permitted to entertain guests over night. The Director of the Residence should be notified 24 hours in advance. Request slips indicating number of guests, date and time of their arrival and departure, type of accommodations desired may be obtained at the desk.

Charges:      \$1.00 room and linen  
                  .75 linen only

4. Overnight guests to sign in guest book at the front desk on arrival.

## VACATIONS

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to Mrs. Thomas. Please pack trunks in the hall; do not take them into the room.
2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases, trunks and packaged books.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a. Notice to this effect to be left at the Maxwell Hall desk on the morning of the day before departure.

- b. Luggage must be locked and ready to go by 10 A.M. on the day of departure.
  - c. At least two tags, legibly printed, must be affixed.
6. Keys are to be left at the desk when signing out.
  7. Complete address must be legibly written in the Absence and Vacation Book at the desk.
  8. Residents are expected to be in Maxwell Hall by 10:30 P.M. on the evening before the day scheduled for duty.
  9. Students must report to the Nursing School Office before leaving for vacations and on returning to duty.

### *Mother's Club of Maxwell Hall*

All mothers are cordially invited to be members of the Mother's Club of Maxwell Hall. Dues are \$2.00 per year. Meetings are a year. All mothers in the vicinity are urged to take an active part in this organization.

### *Student Nurses Association*

Professional organizations are vital to the strength and growth of any profession. Recognizing this, the students across the country have formed the National Student Nurses Association in cooperation with the two national graduate nurse organizations. Membership in the National and State Associations is gained through membership in the area or local association. Our area is Area 8. All students are urged to join this group in order to understand and participate in matters of concern to students and nursing and as evidence of pre-professional status.

Each year two delegates are chosen to represent the school at the annual conventions of these associations. Area 8, the local association of SNANYS, has regular meetings to which all students are invited. The activities of the associations are presented to the students through the school paper and at Student Government meetings.

## **HONOR SYSTEM**

### **INTERPRETATION:**

Government in the Department of Nursing, Faculty of Medicine, Columbia University is in the fullest sense community self-government. There are no proctors and the entire responsibility for carrying out the policies and regulations agreed upon by the group rests with each and every member

### **ROLE OF THE INDIVIDUAL:**

Each individual is responsible for cooperation in adhering to the standards and regulations of the School and for reporting herself for any violation. It is also the obligation of each individual to take constructive action in the prevention of, or checking of, any harmful attitudes or undesirable conduct which might jeopardize the standards and regulations of the School. The class representatives to the Judiciary Board are those to whom such reports shall be made.

### **ACADEMIC:**

#### **1. Intellectual independence:**

Integrity in academic relationships requires intellectual independence in all types of work. No student should ever submit as her own work that which has been done by anyone else, or permit her work to be used by another student. Intellectual independence need not discourage desirable cooperation among students such as: discussions, clarification of ideas, and the exchange of opinions. Academic honesty does not prevent one student from helping another as long as the help is a constructive aid in learning.

#### **2. Source material:**

Honesty demands that due credit be given for any source material. To reproduce another's work without acknowledgment is plagiarism. When direct quotations are used, they should appear as such, with source material clearly indicated.

#### **3. Examinations and tests:**

It is the student's responsibility to refrain from giving or receiving aid in a test and to maintain the best conditions for effective work. The entire group is responsible for preventing violations.

Absence from examinations should be made for necessary reasons only.

### **LIBRARY:**

All resources of the library belong to the School. Only such regulations are made as are necessary to provide for fair distribution and use of material. In making use of the library, students are held responsible under the Honor System to adhere to these regulations.

### **GENERAL STANDARDS:**

#### **1. Integrity and honesty in all relations:**

Integrity and honesty require truthfulness in all relationships with the School, such as a statement of circumstances in connection with permissions or excuses. The entire organization is based upon confidence in the student's word.

#### **2. Behavior which never reflects discredit upon the individual nor the community:** Creditable conduct requires moral and social responsibility, good taste, self-control, avoidance of offense to others and regard for the reputation of the School, which is affected by the conduct of every student wherever she appears.

#### **3. Consideration for the rights of others:**

A. Strict observance of quiet hours.

B. Adherence to the smoking regulations.

C. Sincere cooperation. Regulations have been established for community welfare and efficiency in practical administration. They apply to all. An honest effort to be on time, to be careful of details, and to be thoughtful of others is part of our way of life. Chronic carelessness, tardiness or noisiness is indicative of an uncooperative attitude.

### **CLINICAL SITUATION:**

When honor is not upheld in the clinical situation, each student is expected to assume the same responsibility for assisting another to report her acts. The report should be made directly to the head nurse in charge of the unit. If it is necessary for another student to report the situation, she should report it to the head nurse. Subsequent action will be taken through established channels.

# **CONSTITUTION**

## **Preamble**

We, the students of the Department of Nursing of the Faculty of Medicine, Columbia University (Presbyterian Hospital School of Nursing), in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purposes in relation to student living and social and other cocurricular activities. The Honor System is recognized as being vital to the stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student, accepts the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

## **ARTICLE I. Name:**

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University (Presbyterian Hospital School of Nursing). Here in after it shall be referred to as the Association.

## **ARTICLE II. Membership:**

All students of the School shall be active members of the Association.

## **ARTICLE III. Officers:**

The officers, who will be elected by the student body, shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer.

## **ARTICLE IV. Advisors:**

There shall be an Association Advisor from the administrative staff of the School. All faculty representatives to the Association shall act in an advisory capacity.

## **ARTICLE V. Organization:**

**SECTION I.** There shall be an Executive Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association
- The Secretary of the Association
- The Treasurer of the Association
- The Chairman of the Activities Council
- The Third Year Class President
- One Third Year Class representative
- The Second Year Class President
- One Second Year Class representative
- The First Year Class President
- Two First Year Class representatives
- A member from the Administrative Faculty
- The Faculty Advisor of the Student Association

**SECTION II.** There shall be an Honor Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association
- President of the Second Year Class
- President of the First Year Class
- A member from the Administrative Faculty
- The Faculty Advisor to the Association

**SECTION III.** There shall be a Judiciary Board consisting of the following members:

- The Second Vice-President of the Association
- Two Third Year Class representatives
- Two Second Year Class representatives
- Two First Year Class representatives
- One Affiliating Student representative

**SECTION IV.** There shall be a Residence Council consisting of the following members:

- The Frst Vce-President of the Association
- A student representative from the north, south and center corridors of each floor
- The Director of Residence and Health
- One resident Faculty member

**SECTION V.** There shall be an Activities Council consisting of the following members:

- The Committee and Club Chairmen
- The Vice-President of each class
- The Director of Recreation

## **ARTICLE VI. Meetings:**

**SECTION I.** An annual meeting of the Association shall be held in the Spring for the installation of the officers for the ensuing year.

**SECTION II.** The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of that Board.

**SECTION III.** The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

## **ARTICLE VII. Class Organizations:**

There shall be three class organizations, First, Second and Third Year.

## **ARTICLE VIII. Amendment:**

Any amendment to this Constitution shall be submitted, in writing to the Executive Board of the Association. Such amendment must be signed by twenty-five members of the Association at large. Following Board approval it shall be posted two weeks before an Association meeting at which time the amendment shall be read by the Secretary of the Association under the heading of new business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

## **ARTICLE IX. Procedure of Meetings:**

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

## **BY-LAWS**

### **ARTICLE I. Duties of Membership:**

**SECTION I.** To participate in the activities of this Association.

**SECTION II.** To attend all Association meetings.

### **ARTICLE II. Duties of Officers:**

**SECTION I.** The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside over meetings of the Association and the Executive Board; be a member of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees. She shall represent the Association upon request.

**SECTION II.** The First Vice-President of the Association shall assume the duties of the President in the absence of the latter. She shall be Chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be Chairman of the Student Committee on First Year Orientation to the Association, and shall represent that class until officers are elected.

**SECTION III.** The Second Vice-President of the Association shall assume the duties of the President in the absence of the President and the First Vice-President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

**SECTION IV.** The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive

Board and shall be responsible for all permanent records of the Association.

SECTION V. The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year.

### ARTICLE III. Divisions of the Association

SECTION I. The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Advisor of the Association. The elected officers of the Association shall have the power to act in emergency situations between sessions.

SECTION II. The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offences of the Honor System referred to it by the Judiciary Board.

SECTION III. The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System. It shall hold hearings of all cases of infractions and offences of School regulations and ethical standards governing student life, following which it shall take appropriate action or refer the case to the Honor Board. If the offender disagrees with the decision of the Judiciary Board, she may refer her case to the Honor Board.

SECTION IV. The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibilities and to health and happy living. It shall set up such rules as it deems necessary to accomplish the above, subject to approval by the Executive Board.

**SECTION V.** The Activities Council shall establish an efficient co-curricular program and coordinate School activities. The Chairman, who shall be elected by the Council in May, shall make arrangements for announcements, in the Association meetings, pertaining to student activities.

- a. All standing Committees and Clubs of the Association shall be directly responsible to the Activities Council and shall be represented on the Executive Board by the Chairman of the Activities Council.
- b. The following are the standing committees and clubs of the Association, the duties and responsibilities of which are explained in the Student Handbook under "co-curricular activities."
  1. Affiliating Committee
  2. Bulletin Board Committee
  3. Lending Library Committee
  4. Morning Devotions Committee
  5. Pool Committee
  6. Station Wagon Committee
  7. Thrift Shop Committee
  8. Vital Signs Committee
  9. Christian Nurses Fellowship
  10. Dramatic Club
  11. Glee Club
  12. Polygon Club

**SECTION VI.** Divisions of the Association, Committees, Clubs and Classes shall submit to the Secretary of the Association, bi-annually in January and June, a written activities report.

## **ARTICLE IV. Meetings:**

**SECTION I.** The Association shall hold scheduled meetings the second week of September and the first week of November, January, March and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

**SECTION II.** Attendance at Association meetings shall be required. A request for absence must be submitted to the Secretary of the

Association at least twenty-four hours before the meetings. Attendance shall be a matter of honor.

**SECTION III.** Meetings of the Divisions of the Association and of committees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

**SECTION IV.** A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

## **ARTICLE V. Nominations, Elections and Recall**

### **SECTION I. Nominations**

- a. Nominating Committee for the Association elections shall be formed annually in January. It shall consist of the President of the Third Year Class who shall act as Chairman, three elected representatives from both the First and Second Year Classes, and the Chairman of the nominating committees for the First Year and Second Year Class elections.
- b. The Nominating Committee shall select fifteen nominees eligible for any of the five Association offices and shall, with the consent of those nominated, present their names at the Association meeting held the first week in March. At this time each member of the Association present shall receive a ballot containing the names of the fifteen nominees. Each voter shall be allowed a maximum of two write-in votes.
  - a. "1" shall be placed beside the voter's choice for President,
  - a. "2" for First Vice-President,
  - a. "3" for Second Vice-President,
  - a. "4" for Secretary,
  - a. "5" for Treasurer.
- c. The above ballots shall be returned to the Nominating Committee for the final selection of candidates. The three nominees with the highest number of "1's" beside their names shall, with their

consent, run for the Presidency, the three nominees with the highest number of "2's" shall with their consent run for First Vice-Presidency, etc. In case of a tie the selection of the nominee shall be left to the discretion of the Nominating Committee.

- d. Names of candidates, before being made known, shall be submitted to the Faculty for approval on the basis of health, and academic standing. Should a name not be approved by the Faculty, it shall be replaced by the nominee next in line with the highest number of votes for that office and approved by the Faculty.
- e. No member of the Association shall be eligible for election to more than one office concurrently.
- f. A candidate who accepts nomination for any office must agree that if elected, she will not resign from that office in order to accept another.

## SECTION II. Elections

- a. The annual election of officers of the Association shall be held by the first week in April.
- b. The officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office immediately after graduation.
- c. The nominating committee shall be responsible for the mechanics of the election.
- d. Qualifications
  - 1. The President, First Vice-President and Second Vice-President shall be elected from Group B of the incoming Third Year Class.
  - 2. The Secretary and Treasurers shall be elected from the incoming Second Year Class.
- e. The Advisor and any other Faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
- f. Chairmen of standing committees and clubs shall be elected by their respective committees by May and shall assume their duties as Chairman immediately after graduation.
- g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by that Board.

**h. Class Elections**

1. The officers of the Second and Third Year Classes shall be elected by the first week in May and shall take office immediately after graduation exercises.
2. The officers of the First Year Class shall be elected by the second week in October and shall take office immediately following the elections.
3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
5. The manner in which class elections shall be carried out shall be decided upon by each individual class.
6. A Class Advisor shall be elected by the First Year Class at the first organized class meeting following class elections. A list of Faculty members available for this position may be obtained from the Advisor of the Association. The Class Advisor shall be an honorary class member and share with the class the responsibility for all its activities.
7. Each Second Year Class shall elect an honorary member who is known for his or her interest in nursing.

**SECTION III. Recall**

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of the student body and confirmed by a two-thirds vote of the students.
- b. Recall of class officers may be accomplished in the same manner.

**ARTICLE VI. Amendment**

Any amendment to these by-laws shall be submitted in writing, to the Executive Board of the Association. Such amendment must be signed by twenty-five members of the Association at large. Following board approval it shall be posted two weeks before an Association meeting at which time amendment shall be read by the Secretary of the Association under the heading of "New Business." After said

amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

## ARTICLE VIII. Parliamentary Authority

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all Association meetings within the framework of the Association except when in conflict with these by-laws.

April 5, 1956

## OFFICES OF VARIOUS FACULTY—WHERE TO REACH THEM

MISS ELEANOR LEE, *Executive Officer*

Nursing Office—Secretary: Miss Dovey—Ext. 278

MISS HELEN PETTIT, *Associate Professor of Nursing*

Nursing Office—Ext. 406

MRS. HARRIET DELEURAN, *Assistant Professor of Nursing (Curriculum)*

Maxwell Hall, Room No. 122—Ext. 634

MISS FLORENCE VANDERBILT, *Director of Residence and Student Health*

Maxwell Hall, Room No. 117—Secretary: Mrs. Ruddiman—Ext. 639

MISS EULA RATHBUN, *Director of Recreation*

Maxwell Hall, Room No. 119—Ext. 7782

Revised 1956



## **"P.H." HYMN**

Tune: Dear Lord and Father of Mankind

Cecile Covell, '26

Dear Alma Mater from whose heights  
    All healing grace descends,  
Enduring may thy help abide,  
    Reflect in us thy power to guide  
        Humanity as friends.

Across the shifting sands of time  
    The forward pathway leads,  
With courage, faith and will our guard  
As "Neighbors" serve without regard  
    To color, race or creeds.

Oh, grant us Lord that we may feel  
    Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
    Our last Commencement Day.



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# STUDENT HANDBOOK

DEPARTMENT OF NURSING • FACULTY OF MEDICINE  
COLUMBIA UNIVERSITY  
PRESBYTERIAN HOSPITAL • SCHOOL OF NURSING



## STAND COLUMBIA

(No. 351 in Hymn Book)

GILBERT OAKLEY WARD, '02 . . . . . Haydn

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

# **STUDENT HANDBOOK**

**and**

## **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**

•

**Department of Nursing  
Faculty of Medicine  
Columbia University**

•

**Presbyterian Hospital  
School of Nursing**



ANNA C. MAXWELL HALL  
179 Fort Washington Avenue  
New York 32, N. Y.



Anna C. Maxwell Hall is the residence for all students in the Department of Nursing. It is a twelve story building ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary and recreational facilities are in this building. These rooms are cheerful, sunny and attractively furnished. Class rooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association assume over-all responsibility for the organization and smooth functioning of life in the residence. Group leaders, selected from the Second Year Class, aid the incoming class to adjust to their new responsibilities and acquaint them with activities.

This handbook is intended to give to the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence, Miss Florence L. Vanderbilt, and the Director of Recreation, Miss Eula Rathbun, will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

## RESIDENCE

### *Rooms*

1. Each student's room will be her home for the next year and should be made as attractive as possible. All linen, except wash cloths, are provided. Clothes hangers, bed spreads, throw blankets, and window draperies may be provided by the individual student. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Repairs should be requested in the repair book at the Reception Desk. Charges for damaged equipment is determined by the cost of replacement and is billed to the student.

2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and to pay a replacement fee to the Director of Residence.
3. *Valuables*
  - a. All valuables should be kept locked in the closet in the student's room, or may be kept in the safe by arrangement with the Director of Residence.
  - b. Student's rooms should be kept locked at all times when unoccupied.
  - c. Any article missing from rooms should be reported immediately to the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Additional wall plugs and extension cords must be checked by the Hospital's electrician before they may be used. This should be arranged for through the Director of Residence.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. To prevent accidents, nothing should be placed on the windowsills at any time.
9. All food in rooms must be kept in metal containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. Masking tape and gummed tab hangers may also be used. The use of scotch tape, tacks, etc., is prohibited.
11. Portable drying racks are a great convenience, since furniture should never be used for this purpose. When these are in use they must be kept within student's room or in the bathroom.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet are a hazard in this respect.

### *13. Room Changes*

- a. Request for a particular room or location may be made to the Director of Residence. These will be granted whenever possible after careful study of all requests.
- b. If a change of room is necessary during the school year, a notice will be left in the student's mail box.
- c. Wicker hampers for moving may be secured from the mezzanine and should be returned after use.
- d. The north elevator is recommended when moving.
- e. Keys are exchanged at the Desk.
- f. Furniture is not transferable from room to room. This includes bureau drawers.

### *14. Housekeeping*

- a. Rooms are cleaned once a week by the housekeeping department. The cleaning schedule is posted on the cleaner's closet door on each corridor.
- b. Students will find cleaning closets on all corridors provided with equipment for keeping rooms in good condition.

### *15. Pets, other than fish, are not permitted in the residence.*

### *Meals*

1. Meal ticket books, for use in Maxwell Hall only, are issued monthly and will be left in mail boxes on the last day of each month. Tickets issued represent a monetary investment and should be handled carefully by each individual. No transfer of tickets should take place. In case of loss, replacement may be secured at the main desk in the lobby. Any tickets found, which are currently good should be turned in at the desk; any not used and out-dated should be destroyed.

2. Meal hours are:

Breakfast:        6:30 A.M. to 9 A.M.  
Lunch:            11:45 A.M. to 1:45 P.M.  
Dinner:           5:00 P.M. to 6:45 P.M.

Only students delayed on duty will be admitted between 6:45-7:00 P.M.

3. Guests should be taken to the dining room *before* 1:30 P.M. for the noon meal and *before* 6:30 P.M. for the evening meal.

Rates for these meals are:

Breakfast 35c	Lunch 55c	Dinner 75c
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4. It is required that everyone come to the dining room appropriately dressed.

5. No food, except fresh fruit is to be taken from the dining room.

6. *Evening and Night Nurses Meals—Coffee Shop*

An evening meal may be obtained following evening duty, 10 P.M., or thereafter, or preceding night duty in the Coffee Shop in the main hospital building—first floor. A special ticket for this meal may be procured and signed for at the desk in the residence. This shop closes at 12:45 A.M. Since a great demand is put on dining facilities, it is requested that students use the Coffee Shop for this purpose only.

7. *Snack Bar*

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 P.M. daily except Saturdays and holidays.

### *Quiet Hours*

1. The cooperation of each student is required to insure optimum sleeping conditions from 9 A.M. to 4 P.M. and 10:30 P.M. to 7 A.M. Evening and Night Nurse SLEEPING signs may be obtained from the desk.
2. Pianos and radios in Sturges Auditorium, the gymnasium, the sitting rooms, the game room, and the Faculty Lounge may be played until 10:30 P.M.
3. Students are reminded that whenever a record player or radio is in use, it must be played at a low volume and the door to the room must be closed.
4. Residents are asked to refrain from calling from the windows.
5. Parties are not to be held in the corridors or on the roof after 10:30 P.M.
6. Quiet must be maintained in the sitting rooms throughout the residence after 10:30 P.M.

## *Policies for Late Passes, Overnight and 2 A. M. Privileges*

### 1. Late passes and overnight privileges:

The following regulations have been formulated and are enforced by the Student Government Association:

- a. All policies and privileges are extended to students in good standing, *i.e.*, having acceptable clinical and academic ratings and a record of good health and citizenship.
  - b. All late passes are granted on a monthly basis.
  - c. Students may leave the residence between 7 A.M. and 10:30 P.M. Permission to leave before 7 A.M. or after 10:30 P.M. will be granted only under special circumstances by the Director of Residence or the faculty member "on call." A slip to request this permission may be obtained at the desk. No permission is needed for attending early mass before 7 A.M.
  - d. The door to Maxwell Hall is open until 12:30 A.M. with provision for third year students and students with 2 A.M. permissions. Ring bell upon arrival and wait until the door is opened. If, for any reason, students are delayed after this time, they are to call Maxwell Hall Infirmary and report to the nurse on duty, Ext. 7063. If no answer here, they are to call the night supervisor in the hospital, Ext. 271.
  - e. Students may entertain guests in the reception rooms until 12:15 A.M. by signing for a late pass. The room should be properly lighted while entertaining guests and should be left in order.
2. Late Pass Policies for First Year, Second Year, and Affiliating Students:
    - a. Late passes for all students begin at 10:30 P.M. and extend until 12:30 A.M.
    - b. Late passes for night nurses extend until 11:30 P.M. These students should indicate "Night Nurse" in the "time out" column when signing out.
    - c. Number of late passes:  
First year, first term—date of entrance to February 1st—6 each month

First year, second term—February 1st to June—10 each month.  
Second Year & affiliating students—15 each month  
(Privileges begin the day following graduation day in June.)

3. Overnight Policies for First Year, Second Year and Affiliating Students:
  - a. Overnight or 2 A.M. privileges may be taken when the student is off duty until 9 A.M. or later the following day. (All classes are considered on-duty time.)
  - b. An overnight privilege may be exchanged for a late pass by notifying the receptionist at the desk by 12 midnight.
  - c. A late pass may be extended to a 2 A.M. permission or overnight by notifying the receptionist at the desk by 12 midnight.
4. Policies for Third Year Students:
  - a. Each student may sign out up until 12 midnight, or later with permission, and sign in at any time during the night within designated hours.
  - b. The designated hours are between ten minutes before and ten minutes after every hour during the night, when the night watchman will be in the lobby to open the door.
  - c. Each student is expected to maintain her residence in Maxwell Hall and may not set up a second residence elsewhere.

### ***Signing In and Out of Maxwell Hall***

1. Each student leaving the residence is expected to sign out at the desk, stating her destination, and to sign in upon her return. This is for her own convenience and will facilitate her getting messages more promptly. The white sign-out sheet is for the use of those not expecting to take a late pass; the card system for late passes, overnights and 2 A.M.'s.
  - a. Each month a card for each student is placed in the alphabetical file box marked "IN."
  - b. When a student plans to be away from the residence after 10:30 P.M. or on an overnight she is to indicate her plans opposite the appropriate date on the card and place the card in the "out" box (alphabetically).

- c. Upon her return the time of arrival is to be indicated in the "in" column (opposite the appropriate date) and the card returned to the "in" box. If returning on a late pass or 2 A.M., place card in back of "out" box.
  - d. Students shall sign out on the day sheet when planning to return by 10:30 P.M.
2. Late Pass Privileges (10:30 P.M. to 12:30 A.M.)
- a. Each student signs in and out on her card.
  - b. Fill in "time out," "expected time in," and "time in" opposite the appropriate date. "Destination and telephone" are optional.
  - c. "Expected time in" must be filled in as 12:30 A.M. If, for some reason, a 2 A.M. or overnight is desired, the student must call in before 12 midnight.
  - d. The appropriate flag sheet should be signed under 12:30 A.M. permission.
3. Two O'clock Privileges:
- a. Each student signs in and out as she would for a late pass, except "expected time in" must be filled in as 2 A.M. Again "destination and telephone" is optional.
  - b. If, for some reason, an overnight is desired the student must call in before 12 midnight.
  - c. Additional 2 A.M. permissions may be taken as follows:  
First year students—one per month  
Second year and affiliating students—two per month.  
These are known as "floating 2 A.M.'s" and may be taken irrespective of a student's hours on duty the following day.  
These privileges are subject to withdrawal at any time if used unwisely.
  - d. Signing out for "F" 2 A.M. privileges:  
Each student signs out as she would for a regular two o'clock privilege. In addition she prints "F" with the 2 A.M. under "expected time in."
  - e. The appropriate flag sheet should be signed under 2 A.M. privilege.
4. Overnight Privileges:
- a. Each student signs out as she would for a late pass.

- b. In addition she must fill in "destination and telephone" and add the date to "expected time in."
  - c. Upon return she should fill in "time in" opposite the date of return.
  - d. Overnights are not flagged.
  - e. If returning from an overnight after 10:30 P.M., the same policies for late passes and 2 A.M. privileges must be adhered to.
5. Students on Vacation or Absent from the Residence  
Students on vacation or absent from the residence by special arrangements are to sign in and out in the Absence Book at the desk.

### *Telephone Calls*

1. The Maxwell Hall telephone number is LOrraine 8-5600. If, for any reason, it is necessary to contact the faculty member "on call," use WAdsworth 3-2500, Extension 281.
2. Incoming telephone calls will be transferred to the student's room between 7 A.M. and 10:30 P.M. One buzz will indicate a telephone call, two buzzes will indicate the desk is trying to locate another student and three buzzes will indicate a guest in lobby.
3. Student's assigned hours are posted at the desk each week. All students are requested to report schedule changes to make it possible for the receptionist to be of the greatest assistance to the student and her friends.
4. Messages will be taken for night nurses until 4 P.M. After 4 P.M. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, fourth, sixth, eighth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

### *Mail and Packages*

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.

2. Mail is delivered to the boxes once a day before 12 Noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages, and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 A.M. to 5:30 P.M., Monday through Friday and 8 A.M. to 12 noon on Saturdays.

### *Checks and Money Orders*

1. Bank checks and money orders left at Maxwell Hall Desk must be first endorsed by the individual and then an identification endorsement is required by the Director of Residence.
2. Checks and money orders so identified are to be re-endorsed below the Director of Residence's signature, when they are taken to be cashed at the Cashier's window in the Accounting Office on the first floor in the Presbyterian Hospital.
3. Arrangements for cashing checks exceeding \$100 must be made with the Director of Residence.

### *Newspapers*

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the *New York Times*. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

### *Elevators*

Passenger elevators—two on the south corridor and one on the north corridor—are self-service. During the busy hours it is suggested that students living on the lower floors walk up and down stairs.

## *Bulletin Boards*

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a. By first floor south corridor elevator, Department of Nursing, Student Government and class notices.
  - b. Opposite first floor telephone booths—student government, special notices, recreational notices, lost and found.
  - c. By the information desk—personal messages and telephone messages.
  - d. North Corridor—class notices, clinical assignments, vacation notices and health notices, *i.e.*, X-rays and tuberculin.
  - e. Tod Memorial Library—library notices, displays, exhibits.
  - f. South elevator lobbies on each floor—class and floor information.
  - g. By basement passenger elevators, Activities Council notices.
3. All students are held responsible for all the notices posted; these should be read daily.

## *Luggage*

1. All trunks and extra luggage must be stored in the trunk room.
2. Trunks must be unpacked, clearly labeled, and ready to be taken to the trunk room within twenty-four hours after arrival.
3. Articles not in constant use, which the student wishes to store, may be left in her trunk.
4. Suit cases and other small articles to be stored are to be left in the student's room and will be collected from there.
5. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or Mrs. Thomas, the housekeeper, by leaving a written request at the desk.
6. To have bags or trunks brought from the trunk room, it is necessary to write a note to Mrs. Thomas stating the room to which they are to be delivered.

## *Laundry*

1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces including itemized personal articles. In an emergency, additional uniform equipment will be laundered if the slip is signed by the Director of Residence.
3. Outgoing laundry boxes should be taken to the laundry storage room, south basement, Monday or Tuesday of each week between 7 and 9 A.M. Use all shelves and start in back of room first. Pile boxes evenly so that all boxes may be accommodated. Clean laundry is returned, at the end of the week, to the south elevator lobbies on the residence floors.
4. The student is asked to take laundry incorrectly returned to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to Mrs. Thomas as soon as possible. (Leave at the desk.)
6. Small laundries will be found on the north wing of the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Irons may be borrowed, for three hour periods, by signing the book at the desk. Ironing boards are available in these laundries as well as the kitchenettes.
7. Five automatic washing machines are available, at a small fee, in the basement of Harkness Hall.

## *Sewing Machine*

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 11th floor sitting room, must have the approval of Miss Rathbun or a Residence Council Member.
2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.

3. Needles and bobbins are supplied and should be left in the machine.
4. The Sewing Committee should be notified if the machine needs repair.

### *Kitchenettes*

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.
5. An automatic ice machine is found in the 6th floor kitchenette.

### *Sample Shoppe*

The Sample Shoppe in Room 654 is sponsored by the Third Year Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:30 to 9:30 P.M. daily except weekends and holidays.

### *T.V. Rooms*

T.V. sets for students' enjoyment are located in the Game Room adjoining the dining room, and in the T.V. Lounge beneath the library in the north corridor. The game room T.V. may be used until 10:30 P.M. Outside guests may enjoy this set with you. The T.V. lounge is for residents only and may be used until 12:30 A.M. Students remaining until 12:30 A.M. sign for a late pass.

## **UNIFORMS**

### *School Uniform*

The official student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white bib and apron, and a white cap. Black shoes and stockings are worn during the first two years. Third Year students wear whites shoes and

stockings. The cap, made of fine white lawn, has a  $\frac{1}{4}$  inch pleat in the back. The brim is turned back just far enough to meet the fulness at the top of the pleat and is about three inches wide. White veil pins hold the cap in place.

The First Year student wears a navy blue uniform with white collar, black leather oxfords and beige stockings, during the first part of her program.

Each student is expected to wear her uniform proudly. Jewelry is not to be worn at any time while in uniform. This includes ornamental hair fasteners and all rings except a wedding ring. A wrist watch is a required part of the nurse's equipment.

No part of the student uniform is to be worn out of doors.

Smoking in uniform in public and below the 2nd floor of the residence is prohibited; the only exception is in the Game Room, immediately after meals.

### *Supplementary Uniforms*

Special two piece short sleeved white uniforms are provided for use in the operating room and maternity services, and on most services during the warm summer months. These uniforms are secured from the Sewing Room—Monday through Friday from 9 A.M. to 5 P.M. Soiled uniforms are sent to the laundry from the sewing room. Two uniforms are provided weekly and when two soiled ones are returned two clean ones will be provided in exchange. Bibs and aprons are worn with this uniform.

During the student's field experience in public health nursing the navy uniform will be worn. Other equipment needed for this experience, such as tailored coat and navy beret and rain clothes, are provided by the student.

### *Repair and Replacement of Uniforms*

1. Mending or repairing of uniform equipment will be taken care of in the sewing room, in the north basement.
2. Worn out caps and collars may be exchanged in the sewing room. Additional studs and collar buttons may be secured, at five cents each, on requisition from the Director of Residence.

## *Illness*

### **HEALTH SERVICE**

1. A 15 bed infirmary is located on the 3rd floor south corridor.
2. Any illness should be reported immediately to this infirmary.
3. Graduate nurses staff the infirmary during a 24-hour period.
4. The School Physician, Dr. Hans Neuberg, has office hours in the infirmary at 2 P.M. on Monday through Friday except on Thursday when he may be seen at 1:15 P.M. Please report any illness at these times, if possible.
5. A personnel slip is to be obtained from the infirmary for any consultation or treatment in the clinic or doctors' offices. Subsequently the slip must be returned to the infirmary.
6. A Cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before keeping clinic appointments.
7. Students with minor illnesses, who are allowed to remain in their own rooms, are to report to the infirmary twice daily to report progress.
8. Illness either here or at home should be reported immediately to the Director of Residence or faculty member on call.
9. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours. If she is seen at home by the family physician, the student should obtain a written certificate from the doctor stating diagnosis and treatment.
10. Absence due to dysmenorrhea or sunburn are inexcusable absences.
11. Students returning from illness or convalescence at home should report to the infirmary nurse on duty before 10:30 P.M.
12. Permission by the school physician or nursing faculty is a prerequisite to leaving the residence or returning to duty following illness. A written slip is secured from the infirmary and taken to the person in charge of rotation on the special service. When a student resumes a partial or total schedule following an illness or absence, she must sign her name on the slip provided in the Nursing Office on the service where she is receiving experience. This must be done immediately.

13. No late passes are to be granted for a week following an illness of four days or longer.

### *Visiting Patients in the Hospital*

Not more than two visitors at any one time are permitted when visiting patients in any part of the Medical Center.

### **IN CASE OF EMERGENCIES**

#### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the first floor lobby of Maxwell Hall.
2. Civilian Defense directions may be found posted on all bulletin boards.

#### *Other Emergencies*

In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or through the infirmary after midnight.

### **CO-CURRICULAR ACTIVITIES**

#### *Activities Council*

The Chairmen of all clubs and committees, class Vice-Presidents, and the Director of Recreation meet through this organization to coordinate a co-curricular program open to all students. Among the activities scheduled are dances, concerts, parties, trips and tournaments. Most of these activities are sponsored by one of the following Clubs or Committees:

#### *Clubs*

1. *Polygon Club* sponsors bridge and canasta parties, ping-pong and tennis tournaments and other activities throughout the year.
2. *Glee Club* is a very active group, and usually presents several concerts a year. They include folk songs, oratorios and semi-classical music in their selections.
3. *Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show.

4. *Christian Fellowship* plans guest speaker and student programs. Sunday School Classes for children of all faiths in Babies Hospital are conducted by the members.
5. *Communications*
  - a. *Vital Signs* is the monthly school publication which provides news of the residence, students, coming events and other interesting information.
  - b. *Bulletin Boards* are kept up to date and full of interesting notices about school activities and other items of interest to the student group.

## *Committees*

1. *Social* activities such as formal and informal dances are planned and sponsored by the social committee. Activities of other schools are brought to the attention of the students by this group.
2. *Pool* activities including an aquacade, swim meets and the pool guarding responsibilities are carried on by the pool committee. A Red Cross Life Saving course is given every year for those interested in qualifying as pool guards.
3. *Lending Library* is situated in the north basement of Maxwell Hall. The committee arranges for the selection and purchase of new books, fiction and non-fiction, and makes these available to students.
4. The *Thrift Shop* maintains publicity regarding the need for donations. A box for these articles is kept in the mail room in Maxwell Hall. The Thrift Shop is an activity of the Columbia Committee for Community Service. It is on Second Avenue at 60th Street and is known as *Everybody's Thrift Shop*. Proceeds from donations by residents of Maxwell Hall are turned over to a Department of Nursing scholarship fund. The amount received is in direct ratio to the value and amount of the articles contributed.
5. *Affiliating* students are made welcome and given an introduction to Maxwell Hall living by the affiliating committee in cooperation with the faculty. Affiliates are welcome to join any of the clubs or committees during their stay in Maxwell Hall.
6. *Station wagon* trips to beaches, picnic areas, ski and hiking areas and other places of interest may be arranged. The station wagon

is owned by the Department of Nursing. Miss Eula Rathbun, Director of Recreation, aids the committee in planning these trips, and drives the station wagon. The cost of the trip is shared by those who participate.

## *Other Recreational Opportunities*

### *1. Tennis Courts*

Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play. Regulations for the courts are posted on the bulletin board.

### *2. Picnics*

The food service will provide lunches for students who wish to go on picnics during the warm weather. Request slips are at the desk and must be filled out 24 hours in advance. For weekend picnics, requests must be in before 5 P.M. Friday. (This includes Monday requests.) The number is limited to 25 lunches a day. Meal tickets for the appropriate day should be attached to the request.

### *3. Sun Bathing*

This may be enjoyed on Maxwell Hall roof. The south side of the Maxwell Hall roof ONLY may be used. Beach mats and blankets are provided for the students, but must be returned to the closet after use. Blankets may not be taken from the student's room.

### *4. Opera-Arts and Science Series*

Five season tickets for the opera, at student subscription rates, are purchased each year. Tickets may be reserved and paid for on a single performance basis. Two season tickets for the Arts and Science Series at the University are available without charge. This series offers foreign affairs lectures, concerts and travel films.

### *5. Columbia University Clubs and Activities*

All students in the Department of Nursing are encouraged to attend meetings of clubs and participate in other activities which are held at the Campus, 116th Street. Notices about these activities will be posted on the Maxwell Hall bulletin boards.

## *School Yearbook*

*Starch and Stripes* is the yearbook published annually under the sponsorship of the Third Year Class.

## *Student Nurses Association*

Professional organizations are vital to the strength and growth of any profession. Recognizing this, the students across the country have formed the National Student Nurses Association in cooperation with the two national graduate nurse organizations. Membership in the National and State Associations is gained through membership in the area or local association. Our area is Area 8. All students are urged to join this group in order to understand and to participate in matters of concern to students and nursing and as evidence of pre-professional status.

Each year two delegates are chosen to represent the school at the annual conventions of these associations. Area 8, the local association of SNANYS, has regular meetings to which all students are invited. The activities of the associations are presented to the students through the school paper and at Student Government meetings.

## *Religious Activities*

### *Churches*

Churches of all denominations are accessible. Complete lists are posted on Saturday of each week on the bulletin board opposite the telephone booths on the first floor.

### *The Chapel*

*The Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the garden. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 P.M.

Weekly Mass held Sunday morning at 7:00 A.M.

Weekly Vespers with guest speakers each Wednesday afternoon from 5:15 to 5:45 P.M. with a medical student-student nurse choir.

Weekly Jewish Services, Friday afternoon 2:30 P.M. to 3:00 P.M.

Weekly Protestant services held Sunday mornings at 10:30 A.M.

## *Morning Assembly*

Morning assembly will be held each Tuesday and Thursday morning at 7:45 A.M. in Sturges. These are arranged by a committee of the students. It is expected that all students on duty at 8:00 A.M. will participate.

## **LIBRARIES**

### *I. Tod Memorial Library*

1. This reference library is located on the 1st floor, north wing of the residence. The hours are 8 A.M. to 10 P.M. daily.
2. Reserve books and all magazines stay in the library at all times.
3. All books taken from the library are to be signed out and in.

### *II. Lending Library*

North basement of Maxwell Hall. The hours will be posted.

### *III. Medical School Library*

1. Students are encouraged to use the Medical School library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University. Students not in uniform are expected to present bursar's receipts for identification.

2. Medical School Library hours are:

Monday through Friday	8:30 A.M. to 10 P.M.
Saturday	9:00 A.M. to 6 P.M.
Sunday	12:00 P.M. to 5 P.M.

### *IV. Public Library*

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

## **TRANSPORTATION TO MEDICAL CENTER**

### *Buses*

1. Fifth Avenue buses which reach the Medical Center are Nos. 2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

## *Subway*

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.
2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

## *General Information*

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.
2. Bicycles may be stored in the Maxwell Hall sub-basement storage room.

## **SHOPS AT MEDICAL CENTER**

The Alumnae Shops on the main floor of Presbyterian Hospital, Harkness Pavilion and the Neurological Institute carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full line of textbooks and all other student supplies. It is open daily from 9 A.M. to 5 P.M.

The Beauty Shop, open to patients and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

## **ADDITIONAL INFORMATION**

### *Decorum*

All persons entering a profession assume responsibilities as individuals and as members of a recognized group.

The word *nurse* means a great deal to many people and as a result certain demands are made of her.

It is hoped that quite soon you will become aware of what the residence community as well as the community as a whole expects of you. In most instances this cannot be clearly defined but will be

obvious if you look for it. It is challenging, as it suggests the trust that is placed in you.

Appropriate attire is a simple yardstick. In the city, dress is apt to be a little more formal than on rural college campuses. Slacks, dungarees and shorts are not acceptable on the street or in areas where guests are received in the residence.

Alcoholic beverages may not be used in the residence.

The community as a whole and members of other professional disciplines associated with us in the Medical Center look to us to maintain with them the high standard of the health profession. Too, many of our patients come from the immediate vicinity which makes it most important that we always represent ourselves as we truly wish them to think of us. They entrust themselves to us often.

## **MARRIAGE**

A student contemplating marriage during her program in nursing should consider seriously whether or not she is able to meet the demands of both responsibilities.

Before any definite plans are made the student should discuss the matter with the Associate Professor. Permission to marry and continue in the nursing program is granted on an individual basis taking into consideration the student's level of accomplishment, her health and her contribution to the over-all program of the School.

Married students in the Third Year Class may request permission to live outside the residence. This privilege may also be granted to married students in Group A of the Second Year Class. This permission is granted on an individual basis and is dependent upon the student's meeting certain specific qualifications which are stated in the marriage policies.

## **GUESTS**

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the hospital by students in uniform, provided the students first receive permission from the Director of Residence, the faculty member "on call," or the personnel in the Nursing Office.
2. Guests visiting students in their rooms are expected to leave by 10:30 P.M.

3. Students are permitted to entertain guests over night. The Director of the Residence should be notified 24 hours in advance. Request slips indicating number of guests, date and time of their arrival and departure, type of accommodations desired may be obtained at the desk.

Charges:            \$1.00 room and linen  
                       .75 linen only

4. Overnight guests sign in the guest book at the front desk on arrival.

## VACATIONS

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to Mrs. Thomas. Please pack trunks in the hall; do not take them into the room.
2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases and trunks. Cartons will be provided by the Housekeeping Department upon request.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a. Notice to this effect is to be left at the Maxwell Hall desk on the morning of the day before departure.
  - b. Luggage must be locked and ready to go by 10 A.M. on the day of departure.
  - c. At least two tags, legibly printed, must be affixed.
6. Keys are to be left at the desk when signing out.
7. Complete address must be legibly written in the Absence and Vacation Book at the desk.
8. Residents are expected to be in Maxwell Hall by 10:30 P.M. on the evening before the day scheduled for duty.

## REMUNERATIVE WORK

Appointments for baby sitting for families of the professional staff of the Medical Center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation Student need, school and community standing influence approval for remunerative work.

## *Mother's Club of Maxwell Hall*

All mothers are cordially invited to be members of the Mother's Club of Maxwell Hall. Dues are \$2.00 per year. Meetings are held throughout the year. All mothers in the vicinity are urged to take an active part in this organization.

### **HONOR SYSTEM**

#### *INTERPRETATION:*

Government in the Department of Nursing, Faculty of Medicine, Columbia University is in the fullest sense community self-government. There are no proctors and the entire responsibility for carrying out the policies and regulations agreed upon by the group rests with each and every member

#### *ROLE OF THE INDIVIDUAL:*

Each individual is responsible for cooperation in adhering to the standards and regulations of the School and for reporting herself for any violation. It is also the obligation of each individual to take constructive action in the prevention of, or checking of, any harmful attitudes or undesirable conduct which might jeopardize the standards and regulations of the School. The class representatives to the Judiciary Board are those to whom such reports should be made.

#### *ACADEMIC:*

##### **1. Intellectual independence:**

Integrity in academic relationships requires intellectual independence in all types of work. No student should ever submit as her own work that which has been done by anyone else, or permit her work to be used by another student. Intellectual independence need not discourage desirable cooperation among students such as: discussions, clarification of ideas, and the exchange of opinions. Academic honesty does not prevent one student from helping another as long as the help is a constructive aid in learning.

##### **2. Source material:**

Honesty demands that due credit be given for any source material. To reproduce another's work without acknowledgment is

plagiarism. When direct quotations are used, they should appear as such, with source material clearly indicated.

**3. Examinations and tests:**

It is the student's responsibility to refrain from giving or receiving aid in a test and to maintain the best conditions for effective work. The entire group is responsible for preventing violations. Absence from examinations should be made for necessary reasons only.

***LIBRARY:***

All resources of the library belong to the School. Only such regulations are made as are necessary to provide for fair distribution and use of material. In making use of the library, students are held responsible under the Honor System to adhere to these regulations.

***GENERAL STANDARDS:***

**1. Integrity and honesty in all relations:**

Integrity and honesty require truthfulness in all relationships with the School, such as a statement of circumstances in connection with permissions or excuses. The entire organization is based upon confidence in the student's word.

**2. Behavior which never reflects discredit upon the individual nor the community:** Creditable conduct requires moral and social responsibility, good taste, self-control, avoidance of offense to others and regard for the reputation of the School, which is affected by the conduct of every student wherever she appears.

**3. Consideration for the rights of others:**

A. Strict observance of quiet hours.

B. Adherence to the smoking regulations.

C. Sincere cooperation. Regulations have been established for community welfare and efficiency in practical administration. They apply to all. An honest effort to be on time, to be careful of details, and to be thoughtful of others is part of our way of life. Chronic carelessness, tardiness or noisiness is indicative of an uncooperative attitude.

## **CLINICAL SITUATION:**

When honor is not upheld in the clinical situation, each student is expected to assume the same responsibility for assisting another to report her acts. The report should be made directly to the head nurse in charge of the unit. If it is necessary for another student to report the situation, she should report it to the head nurse. Subsequent action will be taken through established channels.

## **CONSTITUTION**

### **Preamble**

We, the students of the Department of Nursing of the Faculty of Medicine, Columbia University (Presbyterian Hospital School of Nursing), in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purposes in relation to student living and social and other cocurricular activities. The Honor System is recognized as being vital to the stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student, accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

### **ARTICLE I. Name:**

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University (Presbyterian Hospital School of Nursing). Here in after it shall be referred to as the Association.

## **ARTICLE II. Membership:**

All students of the School shall be active members of the Association.

## **ARTICLE III. Officers:**

The officers, who will be elected by the student body, shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer.

## **ARTICLE IV. Advisors:**

There shall be an Association Advisor from the administrative staff of the School. All faculty representatives to the Association shall act in an advisory capacity.

## **ARTICLE V. Organization:**

**SECTION I.** There shall be an Executive Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association
- The Secretary of the Association
- The Treasurer of the Association
- The Chairman of the Activities Council
- The Third Year Class President
- One Third Year Class representative
- The Second Year Class President
- One Second Year Class representative
- The First Year Class President
- Two First Year Class representatives
- The Third Year Class Representative to the Student Nurses' Association of New York State
- The Second Year Class Representative to the Columbia Council
- A member from the Administrative Faculty
- The Faculty Advisor of the Student Association

**SECTION II.** There shall be an Honor Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association

The President of the Second Year Class  
The President of the First Year Class  
A member from the Administrative Faculty  
The Faculty Advisor to the Association  
and/or other Faculty Members as deemed  
necessary by the Honor Board.

**SECTION III.** There shall be a Judiciary Board consisting of the following members:

The Second Vice-President of the Association  
Two Third Year Class representatives  
Two Second Year Class representatives  
Two First Year Class representatives  
Two Affiliating Student representatives

**SECTION IV.** There shall be a Residence Council consisting of the following members:

The First Vice-President of the Association  
Members of the Residence Committee  
Members of the Health Committee  
One representative from the Sewing Committee  
The Director of Residence and Health  
One resident Faculty member

**SECTION V.** There shall be an Activities Council consisting of the following members:

The Chairman of the Activities Council  
The Co-chairman of the Activities Council  
The Committee and Club Chairmen  
The Vice-President of each class  
The Director of Recreation

## **ARTICLE VI. Meetings:**

**SECTION I.** An annual meeting of the Association shall be held in the Spring for the installation of the officers for the ensuing year.

**SECTION II.** The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of that Board.

**SECTION III.** The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

**SECTION IV.** The Judiciary Board shall meet at least once a month and whenever deemed necessary by the chairman.

**SECTION V.** The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

**SECTION VI.** The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the Chairman.

## **ARTICLE VII. Class Organizations:**

There shall be three class organizations, First, Second and Third Year.

## **ARTICLE VIII. Amendment:**

Any amendment to this Constitution shall be submitted, in writing to the Executive Board of the Association. Such amendment must be signed by twenty-five members of the Association at large. Following Board approval it shall be posted two weeks before an Association meeting at which time the amendment shall be read by the Secretary of the Association under the heading of new business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

## **ARTICLE IX. Procedure of Meetings:**

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

# **BY-LAWS**

## **ARTICLE I. Duties of Membership:**

**SECTION I.** To participate in the activities of this Association.

**SECTION II.** To attend all Association meetings.

## **ARTICLE II. Duties of Officers:**

**SECTION I.** The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside over meetings of the Association and the Executive Board; be a member of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees. She shall represent the Association upon request and be an ex-officio member of all divisions of the Association.

**SECTION II.** The First Vice-President of the Association shall assume the duties of the President in the absence of the latter. She shall be Chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be Chairman of the Student Committee on First Year Orientation to the Association, and shall represent that class until officers are elected.

**SECTION III.** The Second Vice-President of the Association shall assume the duties of the President in the absence of the President and the First Vice-President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

**SECTION IV.** The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association.

**SECTION V.** The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year.

## **ARTICLE III. Divisions of the Association**

**SECTION I.** The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommenda-

tions from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Advisor of the Association. The elected officers of the Association shall have the power to act in emergency situations between sessions.

**SECTION II.** The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offences of the Honor System referred to it by the Judiciary Board.

**SECTION III.** The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System. It shall hold hearings of all cases of infractions and offences of School regulations and ethical standards governing student life, following which it shall take appropriate action or refer the case to the Honor Board. If the offender disagrees with the decision of the Judiciary Board, she may refer her case to the Honor Board.

**SECTION IV.** The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. The Residence Committee, composed of student representatives from the north, south, and center corridors of each floor, together with the Health and Sewing Committees, shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Members of the committee shall be appointed or elected at the Chairman's discretion.

**SECTION V.** The Activities Council shall establish an efficient co-curricular program and coordinate school activities. The Chairman and Co-Chairman shall be elected by the Student Government Association in May. The Chairman shall make arrangements for announcements, in the Association meetings, pertaining to student activities. The Co-Chairman shall act as Secretary to the Activities Council and shall assume the duties of the Chairman in the absence of the latter.

- a. All standing Committees and Clubs of the Association shall be directly responsible to the Activities Council and shall be represented on the Executive Board by the Chairman of the Activities Council.
- b. The following are the standing committees and clubs of the Association, the duties and responsibilities of which are explained in the Student Handbook under "co-curricular activities."
  1. Affiliating Committee
  2. Bulletin Board Committee
  3. Lending Library Committee
  4. Pool Committee
  5. Station Wagon Committee
  6. Thrift Shop Committee
  7. Vital Signs Committee
  8. Christian Nurses Fellowship
  9. Dramatic Club
  10. Glee Club
  11. Polygon Club
  12. Social Committee

SECTION VI. Divisions of the Association, Committees, Clubs and Classes shall submit to the Secretary of the Association, bi-annually in January and June, a written activities report.

#### ARTICLE IV. Meetings:

SECTION I. The Association shall hold scheduled meetings the second week of September and the first week of November, March and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

SECTION II. Attendance at Association meetings shall be required. A request for absence must be submitted to the Secretary of the Association at least twenty-four hours before the meetings. Attendance shall be a matter of honor.

SECTION III. Meetings of the Divisions of the Association and of committees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the

meeting. Special meetings may be called at the discretion of the Chairman.

SECTION IV. A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

## ARTICLE V. Nominations, Elections and Recall

### SECTION I. Nominations

- a. A Nominating Committee for the Association elections shall be formed annually in January. It shall consist of the President of the Third Year Class who shall act as chairman, and four elected representatives from both the First Year and Second Year classes.
- b. In January, the Second Year Class shall make nominations for the President, First Vice-President, and Second Vice-President of the Association; and the First Year Class shall make nominations for the Secretary and Treasurer of the Association.
- c. These nominations shall be submitted to the Nominating Committee who, from them, shall select the names of six girls for each office to be submitted to the Faculty for approval on the basis of health, and academic standing.
- d. Following Faculty approval, the final slate shall consist of three nominees for each office, the nominees' having accepted nomination.
- e. No member of the Association shall be eligible for election to more than one office concurrently.
- f. A candidate who accepts nomination for any office must agree that if elected, she will not resign from that office in order to accept another.

### SECTION II. Elections

- a. The annual election of officers of the Association shall be held by the first week in April.
- b. The officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office immediately after graduation.

- c. The Nominating Committee shall be responsible for the mechanics of the election.
  - d. Qualifications
    - 1. The President, First Vice-President and Second Vice-President shall be elected from Group B of the incoming Third Year Class.
    - 2. The Secretary and Treasurer shall be elected from the incoming Second Year Class.
  - e. The Advisor and any other Faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
  - f. Chairmen of standing committees and clubs shall be elected by their respective committees by May and shall assume the duties as chairman immediately after graduation.
  - g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by that Board.
- h. Class Elections
- 1. The officers of the Second and Third Year Classes shall be elected by the first week in May and shall take office immediately after graduation exercises.
  - 2. The officers of the First Year Class shall be elected by the second week in October and shall take office immediately following the elections.
  - 3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
  - 4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
  - 5. The manner in which class elections shall be carried out shall be decided upon by each individual class.
  - 6. A Class Advisor shall be elected by the First Year Class at the first organized class meeting following class elections. A list of Faculty members available for this position may be obtained from the Advisor of the Association. The Class Advisor shall be an honorary class member and share with the class the responsibility for all its activities.
  - 7. Each Second Year Class shall elect an honorary member who is known for his or her interest in nursing.

### **SECTION III. Recall**

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of the student body and confirmed by a two-thirds vote of the students.
- b. Recall of class officers may be accomplished in the same manner.

### **ARTICLE VI. Amendment**

Any amendment to these by-laws shall be submitted in writing, to the Executive Board of the Association. Such amendment must be signed by twenty-five members of the Association at large. Following board approval it shall be posted two weeks before an Association meeting at which time amendment shall be read by the Secretary of the Association under the heading of "New Business." After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

### **ARTICLE VIII. Parliamentary Authority**

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all Association meetings within the framework of the Association except when in conflict with these by-laws.

April 5, 1956

## **OFFICES OF VARIOUS FACULTY—WHERE TO REACH THEM**

MISS ELEANOR LEE, *Executive Officer*

Nursing Office—Secretary: Miss Dovey—Ext. 278

MISS HELEN PETTIT, *Associate Professor of Nursing*

Nursing Office—Ext. 406

MRS. HARRIET DELEURAN, *Assistant Professor of Nursing (Curriculum)*

Maxwell Hall, Room No. 122—Ext. 634

MISS FLORENCE VANDERBILT, *Director of Residence and Student Health*

Maxwell Hall, Room No. 117—Secretary: Mrs. Ruddiman—Ext. 639

MISS EULA RATHBUN, *Director of Recreation*

Maxwell Hall, Room No. 119—Ext. 7782

## "P.H." HYMN

Tune: Dear Lord and Father of Mankind

Cecile Covell, '26

Dear Alma Mater from whose heights  
All healing grace descends,  
Enduring may thy help abide,  
Reflect in us thy power to guide  
Humanity as friends.

Across the shifting sands of time  
The forward pathway leads,  
With courage, faith and will our guard  
As "Neighbors" serve without regard  
To color, race or creeds.

Oh, grant us Lord that we may feel  
Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
Our last Commencement Day.



1959

# STUDENT HANDBOOK

DEPARTMENT OF NURSING • FACULTY OF MEDICINE  
COLUMBIA UNIVERSITY



Miss E. Rathbun

## STAND COLUMBIA

(No. 351 in Hymn Book)

GILBERT OAKLEY WARD, '02 . . . . . Haydn

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

TO THE CLASS OF 1961:

Welcome  
To Columbia University,  
To Maxwell Hall,  
To Presbyterian Hospital,  
And to a special life we call nursing;  
To our black stockings and long-sleeved stripes;  
To lots of fun;  
To lots of hard work;  
To a Junior Bazaar, aquacades, and open houses;  
To the honor system, the midnight oil, and the Nightingale lamp;  
To a city full of subways and stores;  
To a community dedicated "to the sick and poor of New York without regard to race or creed";  
To a period in your life that we hope will bring you happiness and achievement as you grow in your professional study.  
From your Big Sisters, the Second Year Class, and the Faculty, who are mighty glad you've come; good fortune and good luck to you all.

Sincerely,

*Jane R. Corson*

*President*

Student Government Association

## STUDENT GOVERNMENT OFFICERS

<i>President</i>	.	.	.	.	.	.	.	JANE CORSON
<i>First Vice-President</i>	.	.	.	.	.	.	.	ANN DUNNING
<i>Second Vice-President</i>	.	.	.	.	.	.	.	CAROL HOLMES
<i>Secretary</i>	.	.	.	.	.	.	.	SUZANNE FESTERSEN
<i>Treasurer</i>	.	.	.	.	.	.	.	ELIZABETH ARNOLD

## COLUMBIA STUDENT COUNCIL

Third Year Class Representative	.	.	.	.	.	.	HELEN CHRISTIANA
Second Year Class (alternate)	.	.	.	.	.	.	BETSY WHITIN

## REPRESENTATIVES TO SNANYS

Third Year Class Representative	.	.	.	.	.	.	PATRICIA PERKINS
Second Year Class Representative	.	.	.	.	.	.	BEVERLY PAUL

## CLASS OFFICERS

1959

<i>President</i>	.	.	.	.	.	.	CAROL ANN HEEKS
<i>Vice-President</i>	.	.	.	.	.	.	GRETCHEN HERRLING
<i>Secretary</i>	.	.	.	.	.	.	SUZANNE LILLICRAPP
<i>Treasurer</i>	.	.	.	.	.	.	HARRIET COLTMAN

1960

<i>President</i>	.	.	.	.	.	.	JANET SWANSON
<i>Vice-President</i>	.	.	.	.	.	.	MARION RICHARDSON
<i>Secretary</i>	.	.	.	.	.	.	JOAN DALY
<i>Treasurer</i>	.	.	.	.	.	.	JANE MACKNIGHT

1961

<i>President</i>	.	.	.	.	.	.	.
<i>Vice-President</i>	.	.	.	.	.	.	.
<i>Secretary</i>	.	.	.	.	.	.	.
<i>Treasurer</i>	.	.	.	.	.	.	.
Class Advisor for the Class of 1959	.	.	.	.	.	.	MISS BARBARA HANAFORD
Class Advisor for the Class of 1960	.	.	.	.	.	.	MISS MILICENT TSCHAEPE
Class Advisor for the Class of 1961	.	.	.	.	.	.	.

## HONOR BOARD

<i>President</i>	.	.	.	.	.	.	JANE CORSON
<i>First Vice-President</i>	.	.	.	.	.	.	ANN DUNNING
<i>Second Vice-President</i>	.	.	.	.	.	.	CAROL HOLMES
President of the Class of 1960	.	.	.	.	.	.	JANET SWANSON
President of the Class of 1961	.	.	.	.	.	.	.

## JUDICIARY BOARD

<i>Chairman</i>	.	.	.	.	.	.	CAROL HOLMES
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### REPRESENTATIVES:

CLASS 1959	CLASS 1960	CLASS 1961
JANEIL EDMONDS	JANE TRAVER	
DOROTHY METZE	MARY ROBSON	

## EXECUTIVE BOARD

### Officers of the Student Government Association

Chairman of Activities Council	.	.	.	.	ELIZABETH SMITH
President of the Class of 1959	.	.	.	.	CAROL ANN HEEKS
Class of 1959 Representative	.	.	.	.	LOUISE BREUNINGER
President of the Class of 1960	.	.	.	.	JANET SWANSON
Class of 1960 Representative	.	.	.	.	BARBARA SHARP
President of the Class of 1961	.	.	.	.	
Class of 1961 Representatives	.	.	.	1.	
				2.	
Third Year Class Representative to SNANYS	.	.	.	.	PATRICIA PERKINS
Second Year Class Representative to the Columbia Council	.	.	.	.	MARY ROBSON

## RESIDENCE COUNCIL

<i>Chairman</i>	.	.	.	.	.	ANN DUNNING
Members of Residence Committee	.	.	.	.	.	.
Members of Health Committee	.	.	.	.	.	.
One Representative of Sewing Committee	.	.	.	.	.	.

## ACTIVITIES COUNCIL 1958-1959

*Chairman*

ELIZABETH SMITH

Affiliating Committee . . . . .	ROBERTA BESSETTE
Bulletin Board Committee . . . . .	MARJORIE DOTTLING
Lending Library Committee . . . . .	EUNICE PHILLIPS
Pool Committee . . . . .	URLA DECKER
Station Wagon Committee . . . . .	ELIZABETH WALKER
Thrift Shop Committee . . . . .	
Vital Signs Committee . . . . .	ELIZABETH RICHARDS
Christian Nurses Fellowship . . . . .	MURIEL CUNNINGHAM
Dramatic Club . . . . .	SHEILA SAX
Glee Club . . . . .	NELLIE VAN WIE
Polygon Club . . . . .	CAROLYN SWIFT
Social Committee . . . . .	MATHY DOVAL

# **STUDENT HANDBOOK**

**and**

# **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**

•

**Department of Nursing  
Faculty of Medicine  
Columbia University**

•



**ANNA C. MAXWELL HALL  
179 Fort Washington Avenue  
New York 32, N. Y.**



Anna C. Maxwell Hall is the residence for all students in the Department of Nursing. It is a twelve story building ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary and recreational facilities are in this building. These rooms are cheerful, sunny and attractively furnished. Class rooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association assume over-all responsibility for the organization and smooth functioning of life in the residence. Group leaders, selected from the Second Year Class, aid the incoming class to adjust to their new responsibilities and acquaint them with activities.

This handbook is intended to give to the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence, Miss Florence L. Vanderbilt, and the Director of Recreation, Miss Eula Rathbun, will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

## **RESIDENCE**

### ***Rooms***

1. Each student's room will be her home for the next year and should be made as attractive as possible. All linen, except wash cloths, are provided. Clothes hangers, bed spreads, throw blankets, and window draperies may be provided by the individual student. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Repairs should be requested in the repair book at the Reception Desk. Charges for damaged equipment is determined by the cost of replacement and is billed to the student.

2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and to pay a replacement fee to the Director of Residence.
3. *Valuables*
  - a. All valuables should be kept locked in the closet in the student's room, or may be kept in the safe by arrangement with the Director of Residence.
  - b. Student's rooms should be kept locked at all times when unoccupied.
  - c. Any article missing from rooms should be reported immediately to the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Additional wall plugs and extension cords must be checked by the Hospital's electrician before they may be used. This should be arranged for through the Director of Residence.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. Objects may not be placed on the window sills. This is an accident precaution.
9. All food in rooms must be kept in metal containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. Masking tape and gummed tab hangers may also be used. The use of scotch tape, tacks, etc., is prohibited.
11. Portable drying racks are a great convenience, since furniture should never be used for this purpose. When these are in use they must be kept within student's room or in the bathroom.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet are a hazard in this respect.

### **13. Room Changes**

- a. Request for a particular room or location may be made to the Director of Residence. These will be granted whenever possible after careful study of all requests.
- b. If a change of room is necessary during the school year, a notice will be left in the student's mail box.
- c. Wicker hampers for moving may be secured from the mezzanine and should be returned after use.
- d. The north elevator is recommended when moving.
- e. Keys are exchanged at the Desk.
- f. Furniture is not transferable from room to room. This includes bureau drawers.

### **14. Housekeeping**

- a. Rooms are cleaned once a week by the housekeeping department. The cleaning schedule is posted on the cleaner's closet door on each corridor.
- b. Students will find cleaning closets on all corridors provided with equipment for keeping rooms in good condition.

### **15. Pets, other than fish, are not permitted in the residence.**

## **Meals**

1. Meal ticket books, for use in Maxwell Hall only, are issued monthly and will be left in mail boxes on the last day of each month. Tickets issued represent a monetary investment and should be handled carefully by each individual. No transfer of tickets should take place. In case of loss, replacement may be secured at the main desk in the lobby. Any tickets found, which are currently good should be turned in at the desk; any not used and out-dated should be destroyed.

2. Meal hours are:

Breakfast: 6:30 A.M. to 9 A.M.

Lunch: 11:45 A.M. to 1:45 P.M.

Dinner: 5:00 P.M. to 6:45 P.M.

Only students delayed on duty will be admitted between 6:45-7:00 P.M.

3. Guests should be taken to the dining room *before* 1:30 P.M. for the noon meal and *before* 6:30 P.M. for the evening meal.

Rates for these meals are:

Breakfast	45c
Lunch	70c
Dinner	95c

4. It is required that everyone come to the dining room appropriately dressed.

5. No food, except fresh fruit is to be taken from the dining room.

6. *Evening and Night Nurses Meals—Coffee Shop*

An evening meal may be obtained following evening duty, 10 P.M., or thereafter, or preceding night duty in the Coffee Shop in the main hospital building—first floor. A special ticket for this meal may be procured and signed for at the desk in the residence. This shop closes at 12:45 A.M. Since a great demand is put on dining facilities, it is requested that students use the Coffee Shop for this purpose only.

7. *Snack Bar*

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 P.M. daily except Saturdays and holidays.

## *Quiet Hours*

1. The cooperation of each student is required to insure optimum sleeping conditions from 9 A.M. to 4 P.M. and 10:30 P.M. to 7 A.M. Evening and Night Nurse SLEEPING signs may be obtained from the desk.
2. Pianos and radios in Sturges Auditorium, the gymnasium, the sitting rooms, and the Faculty Lounge may be played until 10:30 P.M.
3. Students are reminded that whenever a record player or radio is in use, it must be played at a low volume and the door to the room must be closed.
4. Residents are asked to refrain from calling from the windows.
5. Parties are not to be held in the corridors or on the roof after 10:30 P.M.
6. Quiet must be maintained in the sitting rooms throughout the residence after 10:30 P.M.

## *Policies for Late Passes, Overnight and 2 A. M. Privileges*

### 1. Late passes and overnight privileges:

The following regulations have been formulated and are enforced by the Student Government Association:

- a. All policies and privileges are extended to students in good standing, *i.e.*, having acceptable clinical and academic ratings and a record of good health and citizenship.
  - b. All late passes are granted on a monthly basis.
  - c. Students may leave the residence between 7 A.M. and 10:30 P.M. Permission to leave before 7 A.M. or after 10:30 P.M. will be granted only under special circumstances by the Director of Residence or the faculty member "on call." A slip to request this permission may be obtained at the desk. No permission is needed for attending early mass before 7 A.M.
  - d. The door to Maxwell Hall is open until 12:30 A.M. with provision for third year students and students with 2 A.M. permissions. Ring bell upon arrival and wait until the door is opened. If, for any reason, students are delayed after this time, they are to call Maxwell Hall Infirmary and report to the nurse on duty, Ext. 7063. If no answer here, they are to call the night supervisor in the hospital, Ext. 271.
  - e. Students may entertain guests in the reception rooms and the game room until 12:15 A.M. by signing for a late pass. The rooms should be properly lighted while entertaining guests and should be left in order.
2. Late Pass Policies for First Year, Second Year, and Affiliating Students:
    - a. Late passes for all students begin at 10:30 P.M. and extend until 12:30 A.M.
    - b. Late passes for night nurses extend until 11:30 P.M. These students should indicate "Night Nurse" in the "time out" column when signing out.
    - c. Number of late passes:  
First year, first term—date of entrance to February 1st—6 each month

First year, second term—February 1st to June—10 each month  
Second Year & affiliating students—15 each month  
(Privileges begin the day following graduation day in June.)

3. Overnight Policies for First Year, Second Year and Affiliating Students:

- a. Overnight or 2 A.M. privileges may be taken when the student is off duty until 9 A.M. or later the following day. (All classes are considered on-duty time.)
- b. An overnight privilege may be exchanged for a late pass by notifying the receptionist at the desk by 12 midnight.
- c. A late pass may be extended to a 2 A.M. permission or overnight by notifying the receptionist at the desk by 12 midnight.

4. Policies for Third Year Students:

- a. Each student may sign out up until 12 midnight, or later with permission, and sign in at any time during the night within designated hours.
- b. The designated hours are between ten minutes before and ten minutes after every hour during the night, when the night watchman will be in the lobby to open the door.
- c. Each student is expected to maintain her residence in Maxwell Hall and may not set up a second residence elsewhere.

***Signing In and Out of Maxwell Hall***

1. Each student leaving the residence is expected to sign out at the desk, stating her destination, and to sign in upon her return. This is for her own convenience and will facilitate her getting messages more promptly. The white sign-out sheet is for the use of those not expecting to take a late pass; the card system for late passes, overnights and 2 A.M.'s.
  - a. Each month a card for each student is placed in the alphabetical file box marked "IN."
  - b. When a student plans to be away from the residence after 10:30 P.M. or on an overnight she is to indicate her plans *opposite the appropriate date* on the card and place the card in the "out" box (alphabetically).

- c. Upon her return the time of arrival is to be indicated in the "in" column (opposite the appropriate date) and the card returned to the "in" box.
  - d. Students shall sign out on the day sheet when planning to return by 10:30 P.M.
2. Late Pass Privileges (10:30 P.M. to 12:30 A.M.)
- a. Each student signs in and out on her card.
  - b. Fill in "time out," "expected time in," and "time in" opposite the appropriate date. "Destination and telephone" are optional.
  - c. "Expected time in" must be filled in as 12:30 A.M. If, for some reason, a 2 A.M. or overnight is desired, the student must call in before 12 midnight.
  - d. The appropriate flag sheet should be signed under 12:30 A.M. permission.
3. Two O'clock Privileges:
- a. Each student signs in and out as she would for a late pass, except "expected time in" must be filled in as 2 A.M. Again "destination and telephone" is optional.
  - b. If, for some reason, an overnight is desired the student must call in before 12 midnight.
  - c. Additional 2 A.M. permissions may be taken as follows:  
First year students—one per month  
Second year and affiliating students—two per month.  
These are known as "floating 2 A.M.'s" and may be taken irrespective of a student's hours on duty the following day.  
These privileges are subject to withdrawal at any time if used unwise.
  - d. Signing out for "F" 2 A.M. privileges:  
Each student signs out as she would for a regular two o'clock privilege. In addition she prints "F" with the 2 A.M. under "expected time in."
  - e. The appropriate flag sheet should be signed under 2 A.M. privilege.
4. Overnight Privileges:
- a. Each student signs out as she would for a late pass.

- b. In addition she must fill in "destination and telephone" and add the date to "expected time in."
  - c. Upon return she should fill in "time in" opposite the date of return.
  - d. Overnights are not flagged.
  - e. If returning from an overnight after 10:30 P.M., the same policies for late passes and 2 A.M. privileges must be adhered to.
5. Students on Vacation or Absent from the Residence  
Students on vacation or absent from the residence by special arrangements are to sign in and out in the Absence Book at the desk.

### *Telephone Calls*

1. The Maxwell Hall telephone number is LOrraine 8-5600. If it is necessary to telephone the faculty member "on call," use WAdsworth 3-2500, Extension 281 or after 12:30 A.M., Extension 7063.
2. Incoming telephone calls will be transferred to the student's room between 7 A.M. and 10:30 P.M. One buzz will indicate a telephone call, two buzzes will indicate the desk is trying to locate another student and three buzzes will indicate a guest in lobby.
3. Student's assigned hours are posted at the desk each week. All students are requested to report schedule changes to make it possible for the receptionist to be of the greatest assistance to the student and her friends.
4. Messages will be taken for night nurses until 4 P.M. After 4 P.M. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, fourth, sixth, eighth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

### *Mail and Packages*

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.

2. Mail is delivered to the boxes once a day before 12 Noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages, and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 A.M. to 5:30 P.M., Monday through Friday and 8 A.M. to 12 noon on Saturdays.

### *Checks and Money Orders*

1. Bank checks and money orders left at Maxwell Hall Desk must be first endorsed by the individual and then an identification endorsement is required by the Director of Residence.
2. Checks and money orders so identified are to be re-endorsed below the Director of Residence's signature, when they are taken to be cashed at the Cashier's window in the Accounting Office on the first floor in the Presbyterian Hospital.
3. Arrangements for cashing checks exceeding \$100 must be made with the Director of Residence.

### *Newspapers*

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the *New York Times*. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

### *Elevators*

Passenger elevators—two on the south corridor and one on the north corridor—are self-service. During the busy hours it is suggested that students living on the lower floors walk up and down stairs.

## *Bulletin Boards*

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval by the Director of Residence or Recreation is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a. By first floor south corridor elevator, Department of Nursing, Student Government and class notices.
  - b. Opposite first floor telephone booths—student government, special notices, recreational notices, lost and found.
  - c. By the information desk—personal messages and telephone messages.
  - d. North Corridor—class notices, clinical assignments, vacation notices and health notices, *i.e.*, X-rays and tuberculin.
  - e. Tod Memorial Library—library notices, displays, exhibits.
  - f. South elevator lobbies on each floor—class and floor information.
  - g. By basement passenger elevators, Activities Council notices.
3. All students are held responsible for all the notices posted; these should be read daily.

## *Luggage*

1. All trunks and extra luggage must be stored in the trunk room.
2. Trunks must be unpacked, clearly labeled, and ready to be taken to the trunk room within twenty-four hours after arrival.
3. Articles not in constant use, which the student wishes to store, may be left in her trunk.
4. Suit cases and other small articles to be stored are to be left in the student's room and will be collected from there.
5. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or Mrs. Thomas, the housekeeper, by leaving a written request at the desk.
6. To have bags or trunks brought from the trunk room, it is necessary to write a note to Mrs. Thomas stating the room to which they are to be delivered.

## *Laundry*

1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces including itemized personal articles. In an emergency, additional uniform equipment will be laundered if the slip is signed by the Director of Residence.
3. Outgoing laundry boxes should be placed in the laundry storage room, south basement, Monday or Tuesday of each week between 7 and 9 A.M. Use all shelves and start in back of room first. Pile boxes evenly so that all boxes may be accommodated. Clean laundry is returned, at the end of the week, to the south elevator lobbies on the residence floors.
4. The student is asked to take laundry incorrectly returned to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to Mrs. Thomas as soon as possible. (Leave at the desk.)
6. Small laundries will be found on the north wing of the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Irons may be borrowed, for three hour periods, by signing the book at the desk. Ironing boards are available in these laundries as well as the kitchenettes.
7. Five automatic washing machines are available, at a small fee, in the basement of Harkness Hall.

## *Sewing Machine*

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 9th floor sitting room, must have the approval of Miss Rathbun or a Residence Council Member.
2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.

3. Bobbins are to be supplied by the student. Any student who breaks a needle is expected to replace it.
4. The Sewing Committee should be notified if the machine needs repair.

### *Kitchenettes*

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.
5. An automatic ice machine is located in the 6th floor kitchenette.

### *Sample Shoppe*

The Sample Shoppe in Room 654 is sponsored by the Third Year Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:30 to 9:30 P.M. Sunday through Thursday except holidays.

### *T.V. Rooms*

T.V. sets for students' enjoyment are located in the Game Room adjoining the dining room, and in the T.V. Lounge beneath the library in the north corridor. The game room T.V. may be used until 12:15 A.M. After 10:30 P.M. a late pass is required. Outside guests may enjoy this set with you. The T.V. lounge is for residents only and may be used until 12:15 A.M. A late pass is not required.

## **UNIFORMS**

### *School Uniform*

The official student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white bib and apron, and a white cap. Black shoes and stockings are worn during the first two years. Third Year students wear white shoes and

stockings. The cap, made of fine white lawn, has a  $\frac{1}{4}$  inch pleat in the back. The brim is turned back just far enough to meet the fulness at the top of the pleat and is about three inches wide. White veil pins hold the cap in place.

The First Year student wears a navy blue uniform with white collar, black leather oxfords and beige stockings, during the first part of her program.

Each student is expected to wear her uniform proudly. Jewelry is not to be worn at any time while in uniform. This includes ornamental hair fasteners and all rings except a wedding ring. A wrist watch is a required part of the nurse's equipment.

No part of the student uniform is to be worn out of doors.

Smoking in uniform in public and below the 2nd floor of the residence is prohibited; the only exception is in the Game Room.

### *Supplementary Uniforms*

Special two piece short sleeved white uniforms are provided for use in the operating room and maternity services, and on most services during the warm summer months. These uniforms are secured from the Sewing Room—Monday through Friday from 9 A.M. to 5 P.M. Soiled uniforms are sent to the laundry from the sewing room. Two uniforms are provided weekly and when two soiled ones are returned two clean ones will be provided in exchange. Bibs and aprons are worn with this uniform.

During the student's field experience in public health nursing the navy uniform will be worn. Other equipment needed for this experience, such as tailored coat and navy beret and rain attire, are provided by the student.

### *Repair and Replacement of Uniforms*

1. Mending or repairing of uniform equipment will be taken care of in the sewing room, in the north basement.
2. Caps and collars needing replacement may be exchanged in the sewing room. Additional studs and collar buttons may be secured, at five cents each, on requisition from the Director of Residence.

## *Illness*

### **HEALTH SERVICE**

1. A 15 bed infirmary is located on the 3rd floor south corridor.
2. Any illness should be reported immediately to this infirmary.
3. Graduate nurses staff the infirmary during a 24-hour period.
4. The School Physician, Dr. Hans Neuberg, has office hours in the infirmary at 2 P.M. on Monday through Friday except on Thursday when he may be seen at 1:15 P.M. Please report any illness at these times, if possible.
5. A personnel slip is to be obtained from the infirmary for any consultation or treatment in the clinic or doctors' offices. Subsequently the slip must be returned to the infirmary.
6. A Cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before keeping clinic appointments.
7. Students with minor illnesses, who are allowed to remain in their own rooms, are to report to the infirmary twice daily to report progress.
8. Illness either here or at home should be reported immediately to the Director of Residence or faculty member on call.
9. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours. If she is seen at home by the family physician, the student should obtain a written certificate from the doctor stating diagnosis and treatment.
10. Absence due to dysmenorrhea or sunburn are inexcusable absences.
11. Students returning from illness or convalescence at home should report to the infirmary nurse on duty before 10:30 P.M.
12. Permission by the school physician or nursing faculty is a prerequisite to leaving the residence or returning to duty following illness. A written slip is secured from the infirmary and taken to the person in charge of rotation on the special service. When a student resumes a partial or total schedule following an illness or absence, she must sign her name on the slip provided in the Nursing Office on the service where she is receiving experience. This must be done immediately.

13. No late passes are to be granted for a week following an illness of four days or longer.

### *Visiting Patients in the Hospital*

Not more than two visitors at any one time are permitted when visiting patients in any part of the Medical Center.

### **IN CASE OF EMERGENCIES**

#### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the first floor lobby of Maxwell Hall.
2. Civilian Defense directions may be found posted on all bulletin boards.

#### *Other Emergencies*

In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or through the infirmary after midnight.

### **CO-CURRICULAR ACTIVITIES**

#### *Activities Council*

The Chairmen of all clubs and committees, class Vice-Presidents, and the Director of Recreation meet through this organization to coordinate a co-curricular program open to all students. Among the activities scheduled are dances, concerts, parties, trips and tournaments. Most of these activities are sponsored by one of the following Clubs or Committees:

#### *Clubs*

1. *Polygon Club* sponsors bridge and canasta parties, ping-pong and tennis tournaments and other activities throughout the year.
2. *Glee Club* is a very active group, and usually presents several concerts a year. They include folk songs, oratorios and semi-classical music in their selections.
3. *Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show.

4. *Christian Fellowship* plans guest speaker and student programs. Sunday School Classes for children of all faiths in Babies Hospital are conducted by the members.
5. *Communications*
  - a. *Vital Signs* is the monthly school publication which provides news of the residence, students, coming events and other interesting information.
  - b. *Bulletin Boards* are kept up to date and full of interesting notices about school activities and other items of interest to the student group.

## *Committees*

1. *Social* activities such as formal and informal dances are planned and sponsored by the social committee. Activities of other schools are brought to the attention of the students by this group.
2. *Pool* activities including an aquacade, swim meets and the pool guarding responsibilities are carried on by the pool committee. A Red Cross Life Saving course is given every year for those interested in qualifying as pool guards.
3. *Lending Library* is situated in the north basement of Maxwell Hall. The committee arranges for the selection and purchase of new books, fiction and non-fiction, and makes these available to students.
4. The *Thrift Shop* maintains publicity regarding the need for donations. A box for these articles is kept in the mail room in Maxwell Hall. The Thrift Shop is an activity of the Columbia Committee for Community Service. It is on Second Avenue at 60th Street and is known as *Everybody's Thrift Shop*. Proceeds from donations by residents of Maxwell Hall are turned over to a Department of Nursing scholarship fund. The amount received is in direct ratio to the value and amount of the articles contributed.
5. *Affiliating* students are made welcome and given an introduction to Maxwell Hall living by the affiliating committee in cooperation with the faculty. Affiliates are welcome to join any of the clubs or committees during their residence in Maxwell Hall.
6. *Station wagon* trips to beaches, picnic areas, ski and hiking areas and other places of interest may be arranged. The station wagon

is owned by the Department of Nursing. Miss Eula Rathbun, Director of Recreation, aids the committee in planning these trips, and drives the station wagon. The cost of the trip is shared by those who participate.

## *Other Recreational Opportunities*

### *1. Tennis Courts*

Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play. Regulations for the courts are posted on the bulletin board.

### *2. Picnics*

The food service will provide lunches for students who wish to go on picnics during the warm weather. Request slips are at the desk and must be filled out 24 hours in advance. For weekend picnics, requests must be in before 5 P.M. Friday. (This includes Monday requests.) The number is limited to 25 lunches a day. Meal tickets for the appropriate day should be attached to the request.

### *3. Sun Bathing*

This may be enjoyed on Maxwell Hall roof. The south side of the Maxwell Hall roof ONLY may be used. Beach mats and blankets are provided for the students, but must be returned to the closet after use. Blankets may not be taken from the student's room.

### *4. Opera-Arts and Science Series*

Five season tickets for the opera, at student subscription rates, are purchased each year. Tickets may be reserved and paid for on a single performance basis.

### *5. Columbia University Clubs and Activities*

All students in the Department of Nursing are encouraged to attend meetings of clubs and participate in other activities which are held at the Campus, 116th Street. Notices about these activities will be posted on the Maxwell Hall bulletin boards.

## *School Yearbook*

*Starch and Stripes* is the yearbook published annually under the sponsorship of the Third Year Class.

## *Student Nurses Association*

Professional organizations are vital to the strength and growth of any profession. Recognizing this, the students across the country have formed the National Student Nurses Association in cooperation with the two national graduate nurse organizations. Membership in the National and State Associations is gained through membership in the area or local association. Our area is Area 8. All students are urged to join this group in order to understand and to participate in matters of concern to students and nursing and as evidence of pre-professional status.

Each year two delegates are chosen to represent the school at the annual conventions of these associations. Area 8, the local association of SNANYS, has regular meetings to which all students are invited. The activities of the associations are presented to the students through the school paper and at Student Government meetings.

## *Columbia University Student Council*

As the Department of Nursing is an integral part of Columbia University the student body is represented on the Columbia University Student Council. The Council integrates the various colleges of the University and considers problems of mutual concern. A delegate is elected from the Third Year Class and an alternate from the Second Year Class. Bi-monthly meetings are held on the Morningside Heights Campus to carry on business. This link with University life affords the students an opportunity to accomplish self government on the student level and further their educational interests.

## *Religious Activities*

### *Churches*

Churches of all denominations are accessible. Church service directory is posted each Saturday, on the first floor bulletin board, opposite telephone booths.

### *The Chapel*

*The Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the gar-

den. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 P.M.

Weekly Vespers with guest speakers each Wednesday afternoon from 5:15 to 5:45 P.M. with a medical student-student nurse choir.

Weekly Protestant services held Sunday mornings at 10:30 A.M.

Daily Mass except Wednesday is held at 8:15 A.M. in the Blessed Sacrament Chapel, 2nd floor.

Weekly Mass held Sunday morning at 7:00 A.M.

Weekly Jewish Services, Friday afternoon 2:30 P.M. to 3:00 P.M.

## LIBRARIES

### *I. Tod Memorial Library*

1. This reference library is located on the 1st floor, north wing of the residence. The hours are 8 A.M. to 10 P.M. daily.
2. Reserve books and all magazines stay in the library at all times.
3. All books taken from the library are to be signed out and in.

### *II. Lending Library*

North basement of Maxwell Hall. The hours will be posted.

### *III. Medical School Library*

1. Students are encouraged to use the Medical School library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University. Students not in uniform are expected to present bursar's receipts for identification.
2. Medical School Library hours are:

Monday through Friday      8:30 A.M. to 10 P.M.

Saturday                      9:00 A.M. to 6 P.M.

Sunday                        12:00 P.M. to 5 P.M.

### *IV. Public Library*

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

## TRANSPORTATION TO MEDICAL CENTER

### *Buses*

1. Fifth Avenue buses which reach the Medical Center are Nos. 2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

### *Subway*

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.
2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

### *General Information*

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.
2. Bicycles may be stored in the Maxwell Hall sub-basement storage room.

## SHOPS AT MEDICAL CENTER

The Alumnae Shops on the main floor of Presbyterian Hospital and Harkness Pavilion carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full line of textbooks and all other student supplies. It is open daily from 9 A.M. to 5 P.M.

The Beauty Shop, open to patients and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

## ADDITIONAL INFORMATION

### *Decorum*

All persons entering a profession assume responsibilities as individuals and as members of a recognized group.

The word *nurse* means a great deal to many people and as a result certain demands are made of her.

It is hoped that quite soon you will become aware of what the residence community as well as the community as a whole expects of you. In most instances this cannot be clearly defined but will be obvious if you look for it. It is challenging, as it suggests the trust that is placed in you.

Appropriate attire is a simple yardstick. In the city, dress is apt to be a little more formal than on rural college campuses. Slacks, dungarees and shorts are not acceptable on the street or in areas where guests are received in the residence.

Alcoholic beverages may not be used in the residence.

The community as a whole and members of other professional disciplines associated with us in the Medical Center look to us to maintain with them the high standard of the health profession. Too, many of our patients come from the immediate vicinity which makes it most important that we always represent ourselves as we truly wish them to think of us. They entrust themselves to us often.

## MARRIAGE

A student contemplating marriage during her program in nursing should consider seriously whether or not she is able to meet the demands of both responsibilities.

Before any definite plans are made the student should discuss the matter with the Professor of Nursing. Permission to marry and continue in the nursing program is granted on an individual basis taking into consideration the student's level of accomplishment, her health and her contribution to the over-all program of the School.

Married students in the Third Year Class may request permission through the Honor Board to live outside the residence. This privilege may also be granted to married students in Group A of the Second Year Class. This permission is granted on an individual basis and is dependent upon the student's meeting certain specific qualifications which are stated in the marriage policies.

## GUESTS

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the

hospital by students in uniform, provided the students first receive permission from the Director of Residence, the faculty member "on call," or the personnel in the Nursing Office.

2. Guests visiting students in their rooms are expected to leave by 10:30 P.M.
3. Students are permitted to entertain guests over night. The Director of the Residence should be notified 24 hours in advance. Request slips indicating number of guests, date and time of their arrival and departure, type of accommodations desired may be obtained at the desk.

Charges:            \$1.00 room and linen  
                       .75 linen only

4. Overnight guests sign in the guest book at the front desk on arrival.

## VACATIONS

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to Mrs. Thomas. Please pack trunks in the hall; do not take them into the room.
2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases and trunks. Cartons will be provided by the Housekeeping Department upon request.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a. Notice for express shipment should be left at the Maxwell Hall desk one day prior to pick up.
  - b. Luggage must be locked and tagged by 10 A.M. on the day of shipment.
  - c. At least two tags, legibly printed, must be affixed.
6. Keys are to be left at the desk when signing out.
7. Complete address must be legibly written in the Absence and Vacation Book at the desk.
8. Residents are expected to return to Maxwell Hall by 10:30 P.M., the day prior to duty.

## **REMUNERATIVE WORK**

Appointments for baby sitting for families of the professional staff of the Medical Center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation Student need, school and community standing influence approval for remunerative work.

### *Parents' Club of Maxwell Hall*

All parents are cordially invited to be members of the Parents' Club of Maxwell Hall. Dues are \$2.00 per year. Meetings are held throughout the year. All parents in the vicinity are urged to take an active part in this organization.

## **HONOR SYSTEM**

### *INTERPRETATION:*

Government in the Department of Nursing, Faculty of Medicine, Columbia University is in the fullest sense community self-government. There are no proctors and the entire responsibility for carrying out the policies and regulations agreed upon by the group rests with each and every member

### *ROLE OF THE INDIVIDUAL:*

Each individual is responsible for cooperation in adhering to the standards and regulations of the School and for reporting herself for any violation. It is also the obligation of each individual to take constructive action in the prevention of, or checking of, any harmful attitudes or undesirable conduct which might jeopardize the standards and regulations of the School. The class representatives to the Judiciary Board are those to whom such reports should be made.

### *ACADEMIC:*

#### 1. Intellectual independence:

Integrity in academic relationships requires intellectual independence in all types of work. No student should ever submit as her own work that which has been done by anyone else, or permit her work to be used by another student. Intellectual independ-

ence need not discourage desirable cooperation among students such as: discussions, clarification of ideas, and the exchange of opinions. Academic honesty does not prevent one student from helping another as long as the help is a constructive aid in learning.

**2. Source material:**

Honesty demands that due credit be given for any source material. To reproduce another's work without acknowledgment is plagiarism. When direct quotations are used, they should appear as such, with source material clearly indicated.

**3. Examinations and tests:**

It is the student's responsibility to refrain from giving or receiving aid in a test and to maintain the best conditions for effective work. The entire group is responsible for preventing violations.

***LIBRARY:***

All resources of the library belong to the School. Only such regulations are made as are necessary to provide for fair distribution and use of material. In making use of the library, students are held responsible under the Honor System to adhere to these regulations.

***GENERAL STANDARDS:***

**1. Integrity and honesty in all relations:**

Integrity and honesty require truthfulness in all relationships with the School, such as a statement of circumstances in connection with permissions or excuses. The entire organization is based upon confidence in the student's word.

**2. Behavior which never reflects discredit upon the individual nor the community:** Creditable conduct requires moral and social responsibility, good taste, self-control, avoidance of offense to others and regard for the reputation of the School, which is affected by the conduct of every student wherever she appears.

**3. Consideration for the rights of others:**

A. Strict observance of quiet hours.

- B. Adherence to the smoking regulations.
- C. Sincere cooperation. Regulations have been established for community welfare and efficiency in practical administration. They apply to all. An honest effort to be on time, to be careful of details, and to be thoughtful of others is part of our way of life. Chronic carelessness, tardiness or noisiness is indicative of an uncooperative attitude.

### **CLINICAL SITUATION:**

When honor is not upheld in the clinical situation, each student is expected to assume responsibility for assisting another to report her acts. The report should be made directly to the head nurse in charge of the unit. If it is necessary for another student to report an incident, she should report it to the head nurse. Subsequent action will be taken through established channel.

## **CONSTITUTION**

### **Preamble**

We, the students of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purposes in relation to student living and social and other cocurricular activities. The Honor System is recognized as being vital to the stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student, accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

## **ARTICLE I. Name:**

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Here in after it shall be referred to as the Association.

## **ARTICLE II. Membership:**

All students of the School shall be active members of the Association.

## **ARTICLE III. Officers:**

The officers, who will be elected by the student body, shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer.

## **ARTICLE IV. Advisors:**

There shall be an Association Advisor from the administrative staff of the School. All faculty representatives to the Association shall act in an advisory capacity.

## **ARTICLE V. Organization:**

**SECTION I.** There shall be an Executive Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association
- The Secretary of the Association
- The Treasurer of the Association
- The Chairman of the Activities Council
- The Third Year Class President
- One Third Year Class representative
- The Second Year Class President
- One Second Year Class representative
- The First Year Class President
- Two First Year Class representatives
- The Third Year Class Representative to the Student Nurses' Association of New York State
- The Second Year Class Representative to the Columbia Council
- A member from the Administrative Faculty
- The Faculty Advisor of the Student Association

**SECTION II.** There shall be an Honor Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association
- The President of the Second Year Class
- The President of the First Year Class
- A member from the Administrative Faculty
- The Faculty Advisor to the Association
- and/or other Faculty Members as deemed necessary by the Honor Board.

**SECTION III.** There shall be a Judiciary Board consisting of the following members:

- The Second Vice-President of the Association
- Two Third Year Class representatives
- Two Second Year Class representatives
- Two First Year Class representatives
- Two Affiliating Student representatives

**SECTION IV.** There shall be a Residence Council consisting of the following members:

- The First Vice-President of the Association
- 8 Floor Representatives
- The Chairman of the Residence Committee
- The Chairman of the Sewing Committee
- The Director of Residence and Health
- One resident Faculty member

**SECTION V.** There shall be an Activities Council consisting of the following members:

- The Chairman of the Activities Council
- The Co-chairman of the Activities Council
- The Committee and Club Chairmen
- The Vice-President of each class
- The Director of Recreation

## **ARTICLE VI. Meetings:**

**SECTION I.** An annual meeting of the Association shall be held in the Spring for the installation of the officers for the ensuing year.

**SECTION II.** The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of that Board.

**SECTION III.** The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

**SECTION IV.** The Judiciary Board shall meet at least once a month and whenever deemed necessary by the chairman.

**SECTION V.** The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

**SECTION VI.** The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the Chairman.

## **ARTICLE VII. Class Organizations:**

**SECTION I.** There shall be three class organizations, First, Second and Third Year.

**SECTION II.** The First Year Class shall elect one President, one Vice-President, one Secretary, one Treasurer, two representatives to the Executive Board, two representatives to the Judiciary Board and one Representative to the Student Nurse's Association of New York State.

**SECTION III.** The Second Year Class shall elect one President, one Vice-President, one Secretary, one Treasurer, one Representative to the Executive Board, two Representatives to the Judiciary Board, one Representative to the Student Nurse's Association of New York State and one Representative to the Columbia University Student Council.

**SECTION IV.** The Third Year Class shall elect one President, one Vice-President, one Secretary, one Treasurer, one Representative to the Executive Board, two Representatives to the Judiciary Board, one Representative to the Student Nurse's Association of New York State, and one Representative to the Columbia University Student Council.

## **ARTICLE VIII. Amendment:**

Any amendment to this Constitution shall be submitted, in writing to the Executive Board of the Association. Such amendment must be

signed by twenty-five members of the Association at large. Following Board approval it shall be posted two weeks before an Association meeting at which time the amendment shall be read by the Secretary of the Association under the heading of new business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

## ARTICLE IX. Procedure of Meetings:

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

## BY-LAWS

### ARTICLE I. Duties of Membership:

SECTION I. To participate in the activities of this Association.

SECTION II. To attend all Association meetings.

### ARTICLE II. Duties of Officers:

SECTION I. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside over meetings of the Association and the Executive Board; be a member of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees. She shall represent the Association upon request and be an ex-officio member of all divisions of the Association.

SECTION II. The First Vice-President of the Association shall assume the duties of the President in the absence of the latter. She shall be Chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be Chairman of the Student Committee on First Year Orientation to the Association, and shall represent that class until officers are elected.

**SECTION III.** The Second Vice-President of the Association shall assume the duties of the President in the absence of the President and the First Vice-President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

**SECTION IV.** The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association.

**SECTION V.** The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year.

### **ARTICLE III. Divisions of the Association**

**SECTION I.** The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Advisor of the Association. The elected officers of the Association shall have the power to act in emergency situations between sessions.

**SECTION II.** The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offences of the Honor System referred to it by the Judiciary Board.

**SECTION III.** The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

It shall hold hearings of all cases of infractions and offences of School regulations and ethical standards governing student life, following which it shall take appropriate action or refer the case to the Honor Board. If the offender disagrees with the decision of the Judiciary Board, she may refer her case to the Honor Board.

**SECTION IV.** The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. Student representatives from the north, south and center corridors of each floor, together with the Residence and Sewing Committees, shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Floor representatives and members of these committees shall be appointed or elected at the Chairman's discretion.

**SECTION V.** The Activities Council shall establish an efficient co-curricular program and coordinate school activities. The Chairman and Co-Chairman shall be elected by the Student Government Association in May. The Chairman shall make arrangements for announcements, in the Association meetings, pertaining to student activities. The Co-Chairman shall act as Secretary to the Activities Council and shall assume the duties of the Chairman in the absence of the latter.

- a. All standing Committees and Clubs of the Council shall be directly responsible to the Activities Council and shall be represented on the Executive Board by the Chairman of that Council.
- b. The following are the standing committees and clubs of the Activities Council, the duties and responsibilities of which are explained in the Student Handbook under "co-curricular activities."
  1. Affiliating Committee
  2. Bulletin Board Committee
  3. Lending Library Committee
  4. Pool Committee
  5. Station Wagon Committee
  6. Thrift Shop Committee
  7. Vital Signs Committee
  8. Christian Nurses Fellowship
  9. Dramatic Club

10. Glee Club
11. Polygon Club
12. Social Committee

**SECTION VI.** Divisions of the Association, Committees, Clubs and Classes shall submit to the Secretary of the Association, bi-annually in January and June, a written activities report.

## **ARTICLE IV. Meetings:**

**SECTION I.** The Association shall hold scheduled meetings the second week of September and the first week of November, January, March and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

**SECTION II.** Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

**SECTION III.** Meetings of the Divisions of the Association and of committees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

**SECTION IV.** A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

## **ARTICLE V. Nominations, Elections and Recall**

### **SECTION I. Nominations**

- a. A Nominating Committee for the Association elections shall be formed annually in January. It shall consist of the President of the Third Year Class who shall act as chairman, and four elected representatives from both the First Year and Second Year classes.
- b. At a Second Year Class meeting, the President shall accept recommendations from the floor for the Offices of President, First Vice-President and Second Vice-President of the Association.

- c. At a First Year Class meeting, the President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
- d. These recommendations shall be submitted to the Third Year Class President to be presented at a meeting of the Nominating Committee. This committee shall select three candidates and two alternates for each office with due consideration to the submitted recommendations; however, the Nominating Committee shall not be confined to those recommended by the classes.
- e. The Nominating Committee shall submit its selections of the three candidates and two alternates for each office to the Faculty for approval on the basis of the individual's health record and academic standing.
- f. Following Faculty approval, and the nominees having accepted nominations, the final slate shall be posted one week before elections are to take place.
- g. No member of the Association shall be eligible for election to more than one office concurrently.
- h. A candidate who accepts nomination for any office must agree that if elected, she will not resign from that office in order to accept another.

## SECTION II. Elections

- a. The annual election of officers of the Association shall be held by the first week in April.
- b. The officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office immediately after graduation.
- c. The Nominating Committee shall be responsible for the mechanics of the election.
- d. Qualifications
  - 1. The President, First Vice-President and Second Vice-President shall be elected from Group B of the incoming Third Year Class.
  - 2. The Secretary and Treasurer shall be elected from the incoming Second Year Class.

- e. The Advisor and any other Faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
  - f. Chairmen of standing committees and clubs shall be elected by their respective committees in January to serve until the following January.
  - g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by that Board.
- h. Class Elections
- 1. The officers of the Second and Third Year Classes shall be elected by the first week in May and shall take office immediately after graduation exercises.
  - 2. The officers of the First Year Class shall be elected by the second week in October and shall take office immediately following the elections.
  - 3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
  - 4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
  - 5. A class representative to the Executive Board is elected by her class to represent its opinions and feelings on various issues concerning the entire student body or her class.
  - 6. The manner in which class elections shall be carried out shall be decided upon by each individual class.
  - 7. A Class Advisor shall be elected by the First Year Class at the first organized class meeting following class elections. A list of Faculty members available for this position may be obtained from the Advisor of the Association. The Class Advisor shall be an honorary class member and share with the class the responsibility for all its activities.
  - 8. Each Second Year Class shall elect an honorary member who is known for his or her interest in nursing.

### SECTION III. Recall

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members

- of the student body and confirmed by a two-thirds vote of the students.
- b. Recall of class officers may be accomplished in the same manner.

## ARTICLE VI. Amendment

Any amendment to these by-laws shall be submitted in writing, to the Executive Board of the Association. Such amendment must be signed by twenty-five members of the Association at large. Following board approval it shall be posted two weeks before an Association meeting at which time amendment shall be read by the Secretary of the Association under the heading of "New Business." After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

## ARTICLE VIII. Parliamentary Authority

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all Association meetings within the framework of the Association except when in conflict with these by-laws.

## OFFICES OF VARIOUS FACULTY—WHERE TO REACH THEM

MISS ELEANOR LEE, *Associate Dean*

Nursing Office—Secretary: Miss Dovey—Ext. 278

MISS HELEN PETTIT, *Professor of Nursing*

Nursing Office—Ext. 406

MRS. HARRIET DELEURAN, *Assistant Professor of Nursing*

Maxwell Hall, Room No. 122—Ext. 634

MISS FLORENCE VANDERBILT, *Director of Residence and Student Health*

Maxwell Hall, Room No. 304—

*Secretary:* Mrs. Ruddiman—Ext. 639

MISS EULA RATHBUN, *Director of Recreation*

Maxwell Hall, Room No. 102—Ext. 7782

Revised 1958

## "P.H." HYMN

Tune: Dear Lord and Father of Mankind

Cecile Covell, '26

Dear Alma Mater from whose heights  
    All healing grace descends,  
Enduring may thy help abide,  
    Reflect in us thy power to guide  
        Humanity as friends.

Across the shifting sands of time  
    The forward pathway leads,  
With courage, faith and will our guard  
As "Neighbors" serve without regard  
    To color, race or creeds.

Oh, grant us Lord that we may feel  
    Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
    Our last Commencement Day.









# STUDENT HANDBOOK

DEPARTMENT OF NURSING • FACULTY OF MEDICINE  
COLUMBIA UNIVERSITY



## STAND COLUMBIA

(No. 351 in Hymn Book)

Mother, stayed on rock eternal,  
Crowned and set upon a height,  
Glorified by Light supernal—  
In thy radiance we see light.  
Torch, thy children's lamps to kindle,  
Beacon-star, to cheer and guide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Mighty patriots, warriors, sages,  
Thou hast born, a shining band;  
Teach thy sons in future ages  
Still to love their native land.  
Throned upon the hill where heroes  
Fought for Liberty, and died,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

Honor, love, and veneration  
Crown forevermore thy brow!  
Many a grateful generation  
Hail thee as we hail thee now!  
Till the lordly Hudson seaward  
Cease to roll his heaving tide,  
Stand, Columbia! Alma Mater—  
Through the storms of Time abide!

*Haydn . . . . . GILBERT OAKLEY WARD, '02*

TO THE CLASS OF 1962:

*"I lift my lamp beside the golden door."*

Your lamp shining forth with the ideals of nursing can open this golden door. There will be, of course, clouds threatening to envelop your light, but as you now possess the spark, your initiative can kindle the flame to make it glow brightly in nursing.

A seeming loss of individuality may be one of the clouds which you will experience as you see yourself mirrored in the sea of blue uniforms. The uniform equalizes all and will make you dependent on personal resources to create an individual identity. It is only in doing so that you can attain personal satisfaction through the nursing profession.

The flame grows stronger as we reap the rewards of a growing understanding of people, and clouds are dispelled as knowledge and understanding increase. As we become aware of the needs of others and of our abilities to meet these needs, we attain self-fulfillment. Nursing offers not only the opportunities, but the means by which we may lead truly useful lives.

An integration of nursing goals and personal ideals protects the individual from accepting the attitudes of others without a careful evaluation. By constructively evaluating yourself and others, you can formulate ideas to live by and ideals to grow by.

*Suzanne L Festerseid*  
President  
Student Government Association

September 8, 1959

## STUDENT GOVERNMENT OFFICERS

<i>President</i> . . . . .	SUZANNE FESTERSEN
<i>First Vice-President</i> . . . . .	ELIZABETH ARNOLD
<i>Second Vice-President</i> . . . . .	MARY ROBSON
<i>Secretary</i> . . . . .	LINDA LYON
<i>Treasurer</i> . . . . .	ELIZABETH JONES

## COLUMBIA STUDENT COUNCIL

Third Year Class Representative . . . . .	MARTHA McNAMARA
Second Year Class (Alternate) . . . . .	ROSEMARY LEE

## REPRESENTATIVES TO SNANYS

Third Year Class Representative . . . . .	BEVERLY PAUL
Second Year Class Representative . . . . .	ANNE SAUNDERS

## CLASS OFFICERS

1960

<i>President</i> . . . . .	JANE MACKNIGHT
<i>Vice-President</i> . . . . .	MARGARET KRANTZ
<i>Secretary</i> . . . . .	DONNA WILSON
<i>Treasurer</i> . . . . .	VIRGINIA SHULTZ

1961

<i>President</i> . . . . .	ELIZABETH MILLER
<i>Vice-President</i> . . . . .	ROSALIE ANNE MULDOON
<i>Secretary</i> . . . . .	ELIZABETH NELSON
<i>Treasurer</i> . . . . .	KATHRYN LAMBERT

1962

<i>President</i> . . . . .	,	,	,	,	,
<i>Vice-President</i> . . . . .	,	,	,	,	,
<i>Secretary</i> . . . . .	,	,	,	,	,
<i>Treasurer</i> . . . . .	,	,	,	,	,
Class Advisor to the Class of 1960 . . . . .	MISS MARGARET NEUBRAND				
Class Advisor to the Class of 1961 . . . . .	MISS ELIZABETH S. GILL				
Class Advisor to the Class of 1962 . . . . .					

## HONOR BOARD

<i>President</i> . . . . .	SUZANNE FESTERSEN
<i>First Vice-President</i> . . . . .	ELIZABETH ARNOLD
<i>Second Vice-President</i> . . . . .	MARY ROBSON
President of the Class of 1961 . . . . .	ELIZABETH MILLER
President of the Class of 1962 . . . . .	

## JUDICIARY BOARD

<i>Chairman</i> . . . . .	MARY ROBSON
---------------------------	-------------

### REPRESENTATIVES:

CLASS OF 1960	CLASS OF 1961	CLASS OF 1962
SALLIE GROFF	MILA SWYERS	
MARY GRANT	DONNA HILL	

## EXECUTIVE BOARD

### Officers of the Student Government Association

Chairman of Activities Council . . . . .	ELIZABETH SMITH
President of the Class of 1960 . . . . .	JANE MACKNIGHT
Class of 1960 Representative . . . . .	CAROLYN ANDERSON
President of the Class of 1961 . . . . .	ELIZABETH MILLER
Class of 1961 Representative . . . . .	SHARON KINGDON
President of the Class of 1962 . . . . .	
Class of 1962 Representatives . . . . .	1. 2.
Third Year Class Representative to SNANYS . . .	BEVERLY PAUL
Second Year Class Representative to SNANYS . . .	ANNE SAUNDERS
First Year Class Representative to SNANYS . . . . .	

## RESIDENCE COUNCIL

<i>Chairman</i> . . . . .	ELIZABETH ARNOLD
Members of the Residence Committee . . . . .	
One Representative of Sewing Committee . . . . .	

## ACTIVITIES COUNCIL 1959-1960

*Chairman - ELIZABETH SMITH*

*Co-Chairman - JOAN AMBROSE*

Affiliating Committee . . . .	Chairman . . . .	Roberta Bessette
Athletic Committe . . . .	Chairman . . . .	Cynthia White
	Pool Guards . . . .	Martha Haynes
	White Caps . . . .	Janet Watts
Bulletin Board . . . . .	Chairman . . . . .	Nancy Gilbert
Dramatic Club . . . . .	Chairman . . . . .	Sheila Sax
Glee Club . . . . .	Chairman . . . . .	Mary Jane Adams
Polygon Club . . . . .	Co-Chairman . . . . .	Jane McDonald
	Co-Chairman . . . . .	Maureen Gallagher
Social Committee . . . . .	Chairman . . . . .	Phyllis Leppert
Station Wagon Committee .	Chairman . . . . .	Susan Aldrich
Vital Signs . . . . .	Editor . . . . .	Faith Hawley
Freshman Orientation . . .	Chairman . . . . .	Rachel Neff
Lending Library Committee .	Chairman . . . . .	Dorothy Kihlstrom

# **STUDENT HANDBOOK**

**and**

# **CONSTITUTION AND BY-LAWS**

**of the**

**Student Government Association**



**Department of Nursing • Faculty of Medicine  
Columbia University in the City of New York**



## OFFICES OF VARIOUS FACULTY—WHERE TO REACH THEM

MISS ELEANOR LEE, *Associate Dean*

Nursing Office—Secretary: Miss Dovey—Ext. 278

MISS HELEN PETTIT, *Professor of Nursing*

Nursing Office—Ext. 406

MRS. HARRIET DELEURAN, *Assistant Professor of Nursing*

Maxwell Hall, Room No. 122—Ext. 634

MISS FLORENCE VANDERBILT, *Director of Residence and Student Health*

Maxwell Hall, Room No. 304—

*Secretary:* Mrs. Ruddiman—Ext. 639

MISS JOYCE E. BITTNER, *Director of Recreation*

Maxwell Hall, Room No. 102—Ext. 7782

**ANNA C. MAXWELL HALL**  
**179 Fort Washington Avenue**  
**New York 32, N. Y.**



Anna C. Maxwell Hall is the residence for all students in the Department of Nursing. It is a twelve-story building, ideally located on a high bluff overlooking the Hudson River. Each student has a single room with hot and cold water. The living rooms, dining room, library, infirmary, and recreational facilities are in this building. These rooms are cheerful, sunny, and attractively furnished. Classrooms are located in the College of Physicians and Surgeons and The Presbyterian Hospital, the various units of which are connected with Maxwell Hall by an underground passage.

The Director of Residence and the Executive Board of the Student Government Association assume over-all responsibility for the organization and smooth functioning of life in the residence. Group leaders, selected from the Second-Year Class, aid the incoming class to adjust to their new responsibilities and acquaint them with activities.

This handbook is intended to give the student all necessary information about the residence and to serve as a guide to the neighborhood facilities. The Director of Residence and the Director of Recreation will be glad to explain any of the items more specifically or to supply other information about the metropolitan area.

## **RESIDENCE**

### ***Rooms***

1. Each student's room will be her home for the next year and should be made as attractive as possible. All linen, except wash cloths, is provided. Clothes hangers, bed spreads, throw blankets, and window draperies may be provided by the individual student. Responsibility for the equipment and condition of the assigned room is assumed by each individual. Repairs should be requested in the repair book at the Reception Desk. Charges for damaged equipment is determined by the cost of replacement and is billed to the student.

2. A deposit is collected for each set of room and mailbox keys. Students are asked to report lost keys and to pay a replacement fee to the Director of Residence.
3. *Valuables*
  - a. All valuables should be kept locked in the closet in the student's room, or may be kept in the safe by arrangement with the Director of Residence.
  - b. Student's rooms should be kept locked at all times when unoccupied.
  - c. Any article missing from rooms should be reported immediately to the Director of Residence.
4. The use of electrical equipment is limited by the circuit load of Maxwell Hall. Additional wall plugs and extension cords must be checked by the Hospital's electrician before they may be used. This should be arranged for through the Director of Residence.
5. To prevent interference with the functioning of the heating system, radiators are to be left ON at all times.
6. Sudden storms and winds necessitate closing outside windows upon leaving the room. Outside windows must be closed before storm windows are closed.
7. Residents are reminded to use discretion in the matter of drawing window shades.
8. Objects may not be placed on the window sills. This is an accident precaution.
9. All food in rooms must be kept in metal containers.
10. Pictures may be hung from the moulding or hooks already placed on bedroom walls. Masking tape and gummed tab hangers may be used only in the new rooms. Any other method of hanging pictures, such as with scotch tape and tacks, is prohibited.
11. Portable drying racks are a great convenience, since furniture should never be used for this purpose. When these are in use they must be kept within student's room or in the bathroom.
12. Care must be taken to prevent breaking the wash basin. Heavy objects such as bottles or jars on top of the medicine cabinet are a hazard in this respect.

### **13. Room Changes**

- a. Request for a particular room or location may be made to the Director of Residence. This will be granted, whenever possible, after careful study of all requests.
- b. If a change of room is necessary during the school year, a notice will be left in the student's mail box.
- c. Wicker hampers for moving may be secured from the mezzanine and should be returned after use.
- d. The north elevator is recommended when moving.
- e. Keys are exchanged at the Desk.
- f. Furniture is not transferable from room to room. This includes bureau drawers.

### **14. Housekeeping**

- a. Rooms are cleaned once a week by the housekeeping department. The cleaning schedule is posted on the cleaner's closet door on each corridor.
- b. Students will find cleaning closets on all corridors provided with equipment for keeping rooms in good condition.

### **15. Pets, other than fish, are not permitted in the residence.**

### **Meals**

1. Meal ticket books, for use in Maxwell Hall only, are issued monthly and will be left in mail boxes on the last day of each month. Tickets issued represent a monetary investment and should be handled carefully by each individual. No transfer of tickets should take place. In case of loss, replacement may be secured at the main desk in the lobby. Any tickets found which are currently good should be turned in at the desk; any not used and out-dated should be destroyed.

- 2. Meal hours are:**

Breakfast:        6:30 A.M. to 9 A.M.

Lunch:            11:45 A.M. to 1:45 P.M.

Dinner:           5:00 P.M. to 6:45 P.M.

Only students delayed on duty will be admitted between 6:45-7:00 P.M.

3. Guests should be taken to the dining room *before* 1:30 P.M. for the noon meal and *before* 6:30 P.M. for the evening meal.

Rates for these meals are:

Breakfast	45c
Lunch	70c
Dinner	95c

4. It is required that everyone come to the dining room appropriately dressed.
5. Food, except fresh fruit, may not be taken from the dining room.
6. *Evening and Night Nurses Meals—Coffee Shop*

An evening meal may be obtained following evening duty, 10 P.M., or thereafter, or preceding night duty, in the Coffee Shop in the main hospital building—first floor. A special ticket for this meal may be procured and signed for at the desk in the residence. This shop closes at 12:45 A.M. Since a great demand is put on dining facilities, it is requested that students use the Coffee Shop for this purpose only.

7. *Snack Bar*

The Snack Bar on the basement floor of Maxwell Hall serves refreshments at nominal cost to residents and guests. Snack Bar hours are 7:30 to 10:30 P.M. daily except Saturdays and holidays.

## *Quiet Hours*

1. The cooperation of each student is required to insure optimum sleeping conditions from 9 A.M. to 4 P.M. and 10:30 P.M. to 7 A.M. Evening and Night Nurse SLEEPING signs may be obtained from the desk.
2. Pianos and radios in Sturges Auditorium, the gymnasium, the sitting rooms, and the Faculty Lounge may be played until 10:30 P.M.
3. Students are reminded that whenever a record player or radio is in use it must be played at a low volume.
4. Residents are asked to refrain from calling from the windows.
5. Parties may not be held in corridors or on the roof after 10:30 P.M.
6. Quiet must be maintained in the sitting rooms throughout the residence after 10:30 P.M.

## *Policies for 12:30 A.M., 2 A.M., and Overnight Privileges*

### 1. General Policies:

The following regulations have been formulated and are enforced by the Student Government Association:

- a. All policies and privileges are extended to students in good standing, having acceptable clinical and academic ratings and a record of good health and citizenship.
- b. Late passes begin at 10:30 P.M. and are granted on a monthly basis.
- c. Students may leave the residence between 7 A.M. and 10:30 P.M. Permission to leave before 7 A.M. or after 10:30 P.M. will be granted only under special circumstances by the Director of Residence or the faculty member "on call". (Third-Year and 1A Second-Year students see section 5A.) A slip to request this permission may be obtained at the desk. No permission is needed for attending early Mass before 7 A.M.
- d. The door to Maxwell Hall is open until 12:30 A.M. with provision for students with 2 A.M. permissions or extended privileges. Ring bell upon arrival and wait until the door is opened. If, for any reason, students will be delayed later than the time for which they have signed out, they should call Maxwell Hall Infirmary and report to the nurse on duty, Ext. 7063. If no answer here, they should call the night supervisor in the hospital, Ext. 271.
- e. Students may entertain guests in the reception rooms and the game room until 12:15 A.M. by signing for a late pass. The rooms should be properly lighted while entertaining guests and should be left in order.
- f. Late passes for night nurses extend until 11:30 P.M. These students should indicate "Night Nurse" in the "time out" column when signing out.

### 2. Definition of terms

- a. 12:30 A.M.—Students may be out until 12:30 A.M. These passes are granted according to policies stated for individual classes.

- b. 2:00 A.M.—These privileges may be taken when the student is off duty until 9:00 A.M. or later the following day. (All classes are considered on-duty time.)
  - c. “Floating” 2 A.M.—These are granted according to policies for individual classes, irrespective of a student’s on-duty time the following day.
  - d. Overnight pass—For those students who are not on duty until 9 A.M. or later the following day, and desire to spend the night away from the residence (classes are considered on-duty time.)
  - e. Extended privilege—Beginning December 1st, a second year student may extend one of her 2 A.M. privileges and sign in at any time during the night before 7 A.M., irrespective of her time on duty in the morning. This privilege is to be used for special occasions. The door is open from ten minutes before to ten minutes after the hour.
3. Policies for First Year Students
- a. Number of 12:30 A.M. privileges:  
First year, first term—date of entrance to February 1st: 6 each month.  
First year, second term—February 1st to June: 10 each month.
  - b. Number of 2:00 A.M. privileges:  
2 A.M.’s may be taken when the student is off duty until 9 A.M. or later the following day. (All classes are considered on-duty time.) “Floating” 2 A.M.’s—1 each month.
  - c. Overnight privileges may be taken when the student is off duty until 9 A.M. or later the following day.
4. Policies for Second Year Students and Affiliates in Baccalaureate programs
- a. Number of 12:30 A.M. privileges—15 each month.
  - b. Number of 2 A.M. privileges:  
2 A.M.’s may be taken when the student is off duty until 9 A.M. or later the following day. (All classes are considered on-duty time.) “Floating” 2 A.M.’s: 2 each month.
  - c. Extended privileges—1 each month, beginning December 1st.
  - d. Overnight privileges may be taken when the student is off duty until 9 A.M. or later the following day.

5. Policies for Affiliates from diploma programs
  - a. Number of 12:30 A.M. privileges—15 each month.
  - b. Number of 2 A.M. privileges:  
2 A.M.'s may be taken when the student is off duty until 9 A.M. or later the following day. (All classes are considered on-duty time.)
  - c. Overnight privileges may be taken when the student is off duty until 9 A.M. or later the following day.
6. Policies for Third Year Students
  - a. Each student may sign out until 12 midnight, or later with permission.
  - b. The number of late passes is not designated and may be taken at her discretion. 2 A.M. privileges may be extended for special occasions and the student may sign in any time between 2 A.M. and 7 A.M. at the designated hours, irrespective of her time on duty the following day.
  - c. The designated hours are between ten minutes before and ten minutes after every hour during the night, when the night watchman will be in the lobby to open the door.
  - d. Each student is expected to maintain her residence in Maxwell Hall and may not set up a second residence elsewhere.

### ***Signing In and Out of Maxwell Hall***

1. Each student leaving the residence is expected to sign out at the desk, stating her destination, and to sign in upon her return. This is for her own convenience and will facilitate her getting messages more promptly. The white sign-out sheet is for the use of those not expecting to take a late pass; the card system for 12:30 A.M.'s, overnights and 2 A.M.'s.
  - a. Each month a card for each student is placed in the alphabetical file box marked "IN."
  - b. When a student plans to be away from the residence after 10:30 P.M. or on an overnight she is to fill in all the information required *opposite the appropriate date* on the card and place the card in the "out" box (alphabetically).

- c. Upon her return the time of arrival is to be indicated in the "in" column (opposite the appropriate date) and the card returned to the "in" box.
  - d. Students shall sign out on the day sheet when planning to return by 10:30 P.M.
2. 12:30 A.M. Privileges:
- a. Each student signs in and out on her card.
  - b. Fill in "time out", "expected time in", opposite the date signed out, and "time in" upon return. "Destination and telephone" are optional.
  - c. "Expected time in" must be filled in as 12:30 A.M. If, for some reason, a 2 A.M. or overnight is desired, the student must call in before 12 midnight.
  - d. The appropriate flag sheet should be signed under 12:30 A.M. permission.
3. 2A.M. Privileges:
- a. Each student signs in and out as she would for a 12:30 A.M. pass, except "expected time in" must be filled in as 2 A.M. Again "destination and telephone" are optional.
  - b. If, for some reason, an overnight is desired the student must call in before 12 midnight.
  - c. Signing out for Floating 2 A.M. privileges: Each student signs out as she would for a regular 2a.m. privilege. In addition she prints "F" with the 2 A.M. under "expected time in."
  - d. Signing out for extended privileges: Each student signs out as she would for a regular 2 A.M. privilege. In addition she prints "E.P." on her card and the flag sheet.
  - e. The appropriate flag sheet should be signed under 2 A.M. privilege.
4. Overnight Privileges:
- a. Each student signs out as she would for a late pass.
  - b. In addition she must fill in "destination and telephone" and add the date to "expected time in."

- c. Upon return she should fill in "time in" opposite the date of return.
  - d. Overnights are not flagged.
  - e. If returning from an overnight after 10:30 P.M., the same policies for 12:30 A.M. and 2 A.M. privileges must be adhered to.
5. Students on vacation or absent from the residence by special arrangements are to sign in and out in the Absence Book at the desk. Students are expected to return by 10:30 P.M. the day prior to duty.

### *Telephone Calls*

1. The Maxwell Hall telephone number is LOrraine 8-5600. If it is necessary to telephone the faculty member "on call," use WAdsworth 3-2500, Extension 281 or after 12:30 A.M., Extension 7063.
2. Incoming telephone calls will be transferred to the student's room between 7 A.M. and 10:30 P.M. One buzz will indicate a telephone call, two buzzes will indicate the desk is trying to locate another student and three buzzes will indicate a guest in lobby.
3. Student's assigned hours are posted at the desk each week. All students are requested to report schedule changes to make it possible for the receptionist to be of the greatest assistance to the student and her friends.
4. Messages will be taken for night nurses until 4 P.M. After 4 P.M. calls will be connected on residence floors unless otherwise directed.
5. Pay stations for outgoing calls are located on the first, fourth, sixth, eighth and tenth floors of Maxwell Hall.
6. Students are asked to limit their calls to five minutes during the busy evening hours.

### *Mail and Packages*

1. A chart showing letter box numbers corresponding to room numbers will be found on the first floor board opposite the telephone booths.

2. Mail is delivered to the boxes once a day before 12 noon. A box for out-going mail will be found at the desk.
3. Names of students receiving telegrams, registered mail, special delivery letters, and packages will be listed at the desk.  
Telegrams, registered mail, special delivery letters and packages, and insured packages must be signed for by the recipient.
4. C.O.D. packages are not accepted at the desk.
5. Postage stamp machines may be found in the lobby near the desk.
6. The nearest post office is located on 165th Street between Audubon and Amsterdam Avenues. The hours are 8 A.M. to 5:30 P.M., Monday through Friday and 8 A.M. to 12 noon on Saturdays.

### *Checks and Money Orders*

1. Bank checks and money orders left at Maxwell Hall Desk must be first endorsed by the individual and then an identification endorsement is required by the Director of Residence.
2. Checks and money orders so identified are to be re-endorsed below the Director of Residence's signature, when they are taken to be cashed at the Cashier's window in the Accounting Office on the first floor in the Presbyterian Hospital.
3. Arrangements for cashing checks exceeding \$100 must be made with the Director of Residence.

### *Newspapers*

1. Newspapers may be ordered by making arrangements at the desk.
2. The Student Government Association subscribes to the *New York Times*. This copy may be found and read in the Tod Memorial Library on the main floor of the residence.

### *Elevators*

Passenger elevators—two on the south corridor and one on the north corridor—are self-service. During the busy hours it is suggested that students living on the lower floors walk up and down stairs.

## *Bulletin Boards*

1. Information of special interest to students is posted regularly on bulletin boards. Faculty approval by the Director of Residence or Recreation is required before posting notices on the main floor.
2. Locations of these bulletin boards:
  - a. By first floor south corridor elevator, Department of Nursing, Student Government and class notices.
  - b. Opposite first floor telephone booths—student government, special notices, recreational notices, lost and found.
  - c. By the information desk—personal messages and telephone messages.
  - d. North Corridor—class notices, clinical assignments, vacation notices and health notices, *i.e.*, X-rays and tuberculin.
  - e. Tod Memorial Library—library notices, displays, exhibits.
  - f. South elevator lobbies on each floor—class and floor information.
  - g. By basement passenger elevators, Activities Council notices.
3. All students are held responsible for the data included in all the notices posted. Bulletin boards should be read daily.

## *Luggage*

1. All trunks and extra luggage must be stored in the trunk room.
2. Trunks must be unpacked, clearly labeled, and ready to be taken to the trunk room within twenty-four hours after arrival.
3. Articles not in constant use, which the student wishes to store, may be left in her trunk.
4. Suit cases and other small articles to be stored are to be left in the student's room and will be collected from there.
5. Permission for access to luggage in the trunk room must be obtained from the Director of Residence or the Housekeeper, by leaving a written request at the desk.
6. To have bags or trunks brought from the trunk room, it is necessary to write a note to the Housekeeper stating the room to which they are to be delivered.

## *Laundry*

1. All laundry must be plainly marked and listed as directed on laundry slips. Laundry slips are obtainable at the Maxwell Hall Desk.
2. The laundry allowance is two uniforms, five bibs and five aprons. If bibs and aprons are not worn, the maximum allowance is three uniforms per week. The total weekly laundry allowance is twenty-six pieces including itemized personal articles. In an emergency, additional uniform equipment will be laundered if the slip is signed by the Director of Residence.
3. Outgoing laundry boxes should be placed in the laundry storage room, south basement, Monday or Tuesday of each week between 7 and 9 A.M. Use all shelves and start in back of room first. Pile boxes evenly so that all boxes may be accommodated. Clean laundry is returned, at the end of the week, to the south elevator lobbies on the residence floors.
4. The student is asked to take laundry incorrectly returned to the housekeeping office in the north basement.
5. Missing articles should be noted on laundry slip and this report addressed to the Housekeeper as soon as possible. (Leave at the desk.)
6. Small laundries will be found on the north wing of the 3rd, 5th, 7th and 9th floors and in the north elevator lobby on the 11th floor. Irons may be borrowed, for three hour periods, by signing the book at the desk. Ironing boards are available in these laundries as well as the kitchenettes.
7. Six automatic washing machines are available, at a small fee, in the basement of Harkness Hall.

## *Sewing Machine*

1. Any student wishing to use the Maxwell Hall sewing machine, located in the 9th floor sitting room, must have the approval of a Sewing Committee Member.
2. The cord may be secured at the desk and must be signed for and returned when the student has finished sewing.

3. Bobbins are to be supplied by the student. Any student who breaks a needle is expected to replace it.
4. The Sewing Committee should be notified if the machine needs repair.

### *Kitchenettes*

1. Kitchenettes are located on the south wing of the first floor, the north wing of the 2nd, 4th, 6th, 8th, 10th floors and in the sitting rooms on the 3rd and 11th floors.
2. Students will need to supply their own dishes and other utensils.
3. Cooking is permitted in the kitchenettes until 10:30 P.M.
4. Those using the kitchenettes are expected to leave them in good order.
5. An automatic ice machine is located in the 6th floor kitchenette.

### *Sample Shoppe*

The Sample Shoppe in Room 654 is sponsored by the Third Year Class and carries candy, cigarettes, cards, gifts, stationery and other incidental items. Sample Shoppe hours are 7:00 to 9:00 P.M. Sunday through Thursday except holidays.

### *T.V. Rooms*

T.V. sets for students' enjoyment are located in the Game Room adjoining the dining room, and in the T.V. Lounge beneath the library in the north corridor. The game room T.V. may be used until 12:15 A.M. After 10:30 P.M. a late pass is required. Outside guests may enjoy this set with you. The T.V. lounge is for residents only and may be used until 12:15 A.M. A late pass is not required.

## **UNIFORMS**

### *School Uniform*

The official student nurses' uniform consists of the long sleeved blue and white striped uniform with a starched white collar, white bib and apron, and a white cap. Black leather oxfords and black stockings are worn during the first two years. Third Year students wear

white shoes and stockings. The cap, made of fine white lawn, has a  $\frac{1}{4}$  inch pleat in the back. The brim is turned back just far enough to meet the fulness at the top of the pleat and is about three inches wide. White veil pins hold the cap in place.

The First Year student wears a navy blue uniform with white collar, black leather oxfords and beige stockings, during the first part of her program.

Each student is expected to wear her uniform proudly. Jewelry is not to be worn at any time while in uniform. This includes ornamental hair fasteners and all rings except a wedding ring. A wrist watch is a required part of the nurse's equipment.

No part of the student uniform is to be worn out of doors.

Smoking in uniform in public and below the 2nd floor of the residence is prohibited; the only exception is in the Game Room.

### *Supplementary Uniforms*

Special two piece short sleeved white uniforms are provided for use in the operating room and maternity services, and on most services during the warm summer months. These uniforms are secured from the Sewing Room—Monday through Friday from 9 A.M. to 5 P.M. Soiled uniforms are sent to the laundry from the Sewing Room. Two uniforms are provided weekly and when two soiled ones are returned two clean ones will be provided in exchange. Bibs and aprons are worn with this uniform.

During the student's field experience in public health nursing the navy uniform with white bows will be worn. An overseas hat will be worn during the milder months and a wool hood for the colder months. These may be rented from the Sewing Room prior to the student's field experience. Rain attire, tailored coat (black, brown or navy), and black leather oxford shoes are provided by the student.

### *Repair and Replacement of Uniforms*

1. Mending or repairing of uniform equipment will be taken care of in the Sewing Room, in the north basement.
2. Caps and collars needing replacement may be exchanged in the sewing room. Additional studs and collar buttons may be secured, at five cents each, on requisition from the Director of Residence.

## **HEALTH SERVICE**

### ***Illness***

1. The health service office is located on the 3rd floor south corridor.
2. Any illness should be reported immediately.
3. Graduate nurses staff the infirmary during a 24-hour period.
4. The School Physician, Dr. Hans Neuberg, has office hours in the infirmary at 2 P.M. on Monday through Friday except on Thursday when he may be seen at 1:15 P.M. Please report any illness at these times, if possible.
5. A 15-bed infirmary is adjacent to the health service.
6. A personnel slip is to be obtained from the infirmary for any consultation or treatment in the clinic or doctors' offices. Subsequently the slip must be returned to the infirmary.
7. A Cashier's ticket is secured from the cashier's window on the first floor of Vanderbilt Clinic before keeping clinic appointments.
8. Students with minor illnesses, who are allowed to remain in their own rooms, are to report to the infirmary twice daily to report progress.
9. Illness either here or at home should be reported immediately to the Director of Residence or faculty member on call.
10. If a student becomes ill while at home, she must see a doctor either at home or at Maxwell Hall within twenty-four hours. If she is seen at home by the family physician, the student should obtain a written certificate from the doctor stating diagnosis and treatment.
11. Absence due to dysmenorrhea, poison ivy, or sunburn are inexcusable absences.
12. Students returning from illness or convalescence at home should report to the infirmary nurse on duty before 10:30 P.M.
13. Permission by the school physician or nursing faculty is a prerequisite to leaving the residence or returning to duty following illness. A written slip is secured from the infirmary and taken to the person in charge of rotation on the special service. When a student resumes a partial or total schedule following an illness or absence, she must sign her name on the slip provided in the Nursing Office on the service where she is receiving experience. This must be done immediately.

13. Late passes cannot be granted for a week following an illness of four days or longer.

### *Visiting Patients in the Hospital*

Not more than two visitors at any one time are permitted when visiting patients in any part of the Medical Center.

### **IN CASE OF EMERGENCIES**

#### *Fires and Civilian Defense*

1. When the fire alarm rings, all windows and doors should be closed. Everyone is to report at once to the designated places.
2. Civilian Defense and fire directions may be found posted on all bulletin boards.

#### *Other Emergencies*

In any emergency the faculty member "on call" is to be notified through the Maxwell Hall desk or through the infirmary after midnight.

### **CO-CURRICULAR ACTIVITIES**

#### *Activities Council*

The Chairmen of all clubs and committees, class Vice-Presidents, and the Director of Recreation meet through this organization to coordinate a co-curricular program open to all students. Among the activities scheduled are dances, concerts, parties, trips and tournaments. Most of these activities are sponsored by one of the following Clubs or Committees:

#### *Clubs*

1. *Polygon Club* sponsors bridge and canasta parties, theater groups, lectures, and other activities throughout the year.
2. *Glee Club* is a very active group, and usually presents several concerts a year. They include folk songs, oratorios and semi-classical music in their selections.
3. *Dramatic Club* produces several plays and joint programs with the Glee Club on special occasions and may produce a variety show.

4. *Athletic Club* sponsors the tennis and ping-pong tournaments, volleyball games and other intramural sports. The Pool Committee is responsible for life guards for the pool on Monday through Thursday evening. The White Caps is for those interested in water ballet and synchronized swimming. They present aquacades and supervise swim meets.
5. *Communications*
  - a. *Vital Signs* is the monthly school publication which provides news of the residence, students, coming events and other interesting information.
  - b. *Bulletin Boards* are kept up to date and full of interesting notices about school activities and other items of interest to the student group.

## *Committees*

1. *Social* activities such as formal and informal dances and jazz concerts are planned and sponsored by the social committee. Activities of other schools are brought to the attention of the students by this group.
2. *Lending Library* is situated in the north basement of Maxwell Hall. The committee arranges for the selection and purchase of new books, fiction and non-fiction, and makes these available to students.
3. The *Thrift Shop* maintains publicity regarding the need for donations. A box for these articles is kept in the mail room in Maxwell Hall. The Thrift Shop is an activity of the Columbia Committee for Community Service. It is on Second Avenue at 60th Street and is known as *Everybody's Thrift Shop*. Proceeds from donations by residents of Maxwell Hall are turned over to a Department of Nursing scholarship fund. The amount received is in direct ratio to the value and amount of the articles contributed.
4. *Affiliating* students are made welcome and given an introduction to Maxwell Hall living by the affiliating committee in cooperation with the faculty. Affiliates are welcome to join any of the clubs or committees during their residence in Maxwell Hall.
5. *Station wagon* trips to beaches, picnic areas, ski and hiking areas and other places of interest may be arranged. The station wagon

is owned by the Department of Nursing. The Director of Recreation aids the committee in planning these trips and drives the station wagon. The cost of the trip is shared by those who participate.

## *Other Recreational Opportunities*

### *1. Tennis Courts*

Tennis courts in the hospital gardens have been all-weather surfaced to permit year round play. Regulations for the courts are posted on the bulletin board.

### *2. Picnics*

The food service will provide lunches for students who wish to go on picnics during the warm weather. Request slips are at the desk and must be filled out 24 hours in advance. For weekend picnics, requests must be in before 5 P.M. Friday. (This includes Monday requests.) The number is limited to 25 lunches a day. Meal tickets for the appropriate day should be attached to the request.

### *3. Sun Bathing*

This may be enjoyed on Maxwell Hall roof. The south side of the Maxwell Hall roof ONLY may be used. Beach mats and blankets are provided for the students, but must be returned after use to the box provided. Blankets may not be taken from the student's room.

### *4. Opera-Arts Series*

Five season tickets for the opera, at student subscription rates, are purchased each year. Tickets may be reserved and paid for on a single performance basis.

### *5. Columbia University Clubs and Activities*

All students in the Department of Nursing are entitled to attend meetings of clubs and participate in other activities which are held at the Campus, 116th Street. Notices about these activities will be posted on the Maxwell Hall bulletin boards.

## *School Yearbook*

*Starch and Stripes* is the yearbook published annually under the sponsorship of the Third Year Class.

## *Student Nurses' Association*

Professional organizations are vital to the strength and growth of any profession. Recognizing this, the students across the country have formed the National Student Nurses' Association in cooperation with the two national graduate nurse organizations. Membership in the National and State Associations is gained through membership in the area or local association. Our area is Area 8. All students are urged to join this group in order to understand and to participate in matters of concern to students and nursing and as evidence of pre-professional status.

Each year two delegates are chosen to represent the school at the annual conventions of these associations. Area 8, the local association of SNANYS, has regular meetings to which all students are invited. The activities of the associations are presented to the students through the school paper and at Student Government meetings.

## *Columbia University Student Council*

As the Department of Nursing is an integral part of Columbia University the student body is represented on the Columbia University Student Council. The Council integrates the various colleges of the University and considers problems of mutual concern. A delegate is elected from the Third Year Class and an alternate from the Second Year Class. Bi-monthly meetings are held on the Morningside Heights Campus to carry on business. This link with University life affords the students an opportunity to accomplish self government on the student level and further their educational interests.

## *Religious Activities*

### *Churches*

Churches of all denominations are accessible. Church service directory is posted each Saturday, on the first floor bulletin board, opposite telephone booths.

### *The Chapel*

*The Pauline A. Hartford Memorial Chapel*, built and dedicated in 1952, is located directly next to the main hospital building and is so related to the hospital that one may enter it either through the Memorial Room on the main floor or through an entrance from the gar-

den. This chapel is open twenty-four hours a day to provide a place of worship and prayer for patients, their families, hospital staff and personnel. Services of music and meditation are held each Sunday from 3 to 3:30 P.M.

Weekly Vespers with guest speakers are held each Wednesday afternoon from 5:15 to 5:45 P.M. with a medical student-student nurse choir.

Weekly Protestant services are held Sunday mornings at 10:30 A.M.

Daily Mass except Wednesday is held at 8:15 A.M. in the Blessed Sacrament Chapel, 2nd floor.

Weekly Mass is conducted Sunday morning at 7:00 A.M.

Weekly Jewish Services are Saturday morning 10:30 A.M. to 11:00 A.M.

Intervarsity Christian Fellowship, Newman Club and other religious organizations on the main University campus are open to all students.

## LIBRARIES

### *I. Tod Memorial Library*

1. This reference library is located on the 1st floor, north wing of the residence. The hours are 8 A.M. to 10 P.M. daily.
2. Reserve books and all magazines stay in the library at all times.
3. All books taken from the library are to be signed out and in.

### *II. Lending Library*

Under Tod Memorial Library, next to the T.V. Lounge. The key may be obtained at the desk.

### *III. Medical School Library*

1. Students are encouraged to use the Medical School library on the third floor of P & S and other libraries on the Morningside Heights campus of Columbia University. Students not in uniform are expected to present bursar's receipts for identification.
2. Medical School Library hours are:

Monday through Friday      8:30 A.M. to 10 P.M.

Saturday                        9:00 A.M. to 6 P.M.

Sunday                         12:00 P.M. to 5 P.M.

## *IV. Public Library*

1. The nearest branch of the public library is at 1001 St. Nicholas Avenue at 161st Street. It is necessary to register at this branch; then the card may be used in any public library in New York City.

### **TRANSPORTATION TO MEDICAL CENTER**

#### **Buses**

1. Fifth Avenue buses which reach the Medical Center are Nos. 2, 3, 4, and 5 and are marked 168th Street, Fort George or Fort Tryon.

#### **Subway**

1. I.R.T. West Side 7th Avenue Line, marked Van Cortland Park and 242nd Street.
2. Independent Line, 8th Avenue Express, marked "A" Washington Heights and 207th Street.

#### **General Information**

1. Students are not encouraged to maintain cars, as garage space in the neighborhood is limited and expensive. The Medical Center parking lot does not accommodate overnight parking.

### **SHOPS AT MEDICAL CENTER**

The Alumnae Shops on the main floor of Presbyterian Hospital and Harkness Pavilion carry an excellent selection of merchandise appropriate for gifts. A film service is available here.

The Medical Center Bookstore, Room 2-463, College of Physicians and Surgeons, carries a full line of textbooks and all other student supplies. It is open daily from 9 A.M. to 5 P.M.

The Beauty Shop, open to patients, students, and hospital personnel, is on the 20th floor of Presbyterian Hospital. The Telephone Extension is 7270.

A branch of a cleaning establishment is located in the hospital basement. Pick-up and delivery service is maintained through the Maxwell Hall desk. The telephone extension is 7010.

## **ADDITIONAL INFORMATION**

### ***Decorum***

All persons entering a profession assume responsibilities as individuals and as members of a recognized group.

The word *nurse* means a great deal to many people and as a result certain demands are made of her.

It is hoped that quite soon you will become aware of what the residence community as well as the community as a whole expects of you. In most instances this cannot be clearly defined but will be obvious if you look for it. It is challenging, as it suggests the trust that is placed in you.

Appropriate attire is a simple yardstick. In the city, dress is apt to be a little more formal than on rural college campuses. Slacks, dungarees and shorts are not acceptable on the street or in areas where guests are received in the residence.

Alcoholic beverages may not be used in the residence.

The community as a whole and members of other professional disciplines associated with us in the Medical Center look to us to maintain with them the high standard of the health profession. Too, many of our patients come from the immediate vicinity which makes it most important that we always represent ourselves as we truly wish them to think of us. They entrust themselves to us often.

### ***MARRIAGE***

A student contemplating marriage during her program in nursing should consider seriously whether or not she is able to meet the demands of both responsibilities.

Before any definite plans are made the student should discuss the matter with the Professor of Nursing. Permission to marry and continue in the nursing program is granted on an individual basis taking into consideration the student's level of accomplishment, her health and her contribution to the over-all program of the School.

Married students in the Third Year Class may request permission through the Honor Board to live outside the residence. This privilege may also be granted to married students in Group A of the Second Year Class. This permission is granted on an individual basis and is dependent upon the student's meeting certain specific qualifications which are stated in the marriage policies.

## GUESTS

1. Guests and friends of the students are welcome to visit the hospital during the day and may be conducted on tours through the hospital by students in uniform, provided the students first receive permission from the Director of Residence, the faculty member "on call," or the personnel in the Nursing Office.
2. Guests visiting students in their rooms are expected to leave by 10:30 P.M.
3. Students are permitted to entertain guests overnight. The Director of the Residence should be notified 24 hours in advance. Request slips indicating number of guests, date and time of their arrival and departure, type of accommodations desired may be obtained at the desk. Charge: \$1.00 per night.
4. Overnight guests sign in the guest book at the front desk on arrival.
5. Students are expected to greet guests upon their arrival or to make suitable arrangements so that the guests are met and shown to their rooms.

## VACATIONS

1. Trunks and suit-cases will be sent up one week before vacation begins, on request to the housekeeper. Please pack trunks in the hall; do not take them into the room.
2. All personal possessions must be packed for summer vacations.
3. Storage space will be provided for suit-cases and trunks. Cartons will be provided by the Housekeeping Department upon request.
4. Tags and labels for luggage may be obtained at the desk.
5. Luggage going by express:
  - a. Notice for express shipment should be left at the Maxwell Hall desk one day prior to pick up.
  - b. Luggage must be locked and tagged by 10 A.M. on the day of shipment.
  - c. At least two tags, legibly printed, must be affixed.
6. Keys are to be left at the desk when signing out.
7. Complete home or vacation address must be legibly written in the Absence and Vacation Book at the desk.

8. Residents are expected to return to Maxwell Hall by 10:30 P.M., the day prior to duty.

## **REMUNERATIVE WORK**

Appointments for baby sitting for families of the professional staff of the Medical Center, work during the evening hours in the Maxwell Hall library, and specialized typing provide opportunity for the students to earn money. Applications may be made at the office of the Director of Recreation. Student need, school and community standing influence approval for remunerative work.

## **PARENTS' CLUB OF MAXWELL HALL**

All parents are cordially invited to be members of the Parents' Club of Maxwell Hall. Dues are \$2.00 per year. All parents in the vicinity are urged to take an active part in this organization.

## **HONOR SYSTEM**

### **INTERPRETATION:**

Government in the Department of Nursing, Faculty of Medicine, Columbia University is in the fullest sense community self-government. There are no proctors and the entire responsibility for carrying out the policies and regulations agreed upon by the group rests with each and every member.

### **ROLE OF THE INDIVIDUAL:**

Each individual is responsible for cooperation in adhering to the standards and regulations of the School and for reporting herself for any violation. It is also the obligation of each individual to take constructive action in the prevention of, or checking of, any harmful attitudes or undesirable conduct which might jeopardize the standards and regulations of the School. The class representatives to the Judiciary Board are those to whom such reports should be made.

### **ACADEMIC:**

#### **1. Intellectual independence:**

Integrity in academic relationships requires intellectual independence in all types of work. No student should ever submit as her own work that which has been done by anyone else, or permit her work to be used by another student. Intellectual independ-

ence need not discourage desirable cooperation among students such as: discussions, clarification of ideas, and the exchange of opinions. Academic honesty does not prevent one student from helping another as long as the help is a constructive aid in learning.

2. Source material:

Honesty demands that due credit be given for any source material. To reproduce another's work without acknowledgment is plagiarism. When direct quotations are used, they should appear as such, with source material clearly indicated.

3. Examinations and tests:

It is the student's responsibility to refrain from giving or receiving aid in a test and to maintain the best conditions for effective work. The entire group is responsible for preventing violations.

**LIBRARY:**

All resources of the library belong to the School. Only such regulations are made as are necessary to provide for fair distribution and use of material. In making use of the library, students are held responsible under the Honor System to adhere to these regulations.

**GENERAL STANDARDS:**

1. Integrity and honesty in all relations: Integrity and honesty require truthfulness in all relationships with the School, such as a statement of circumstances in connection with permissions or excuses. The entire organization is based upon confidence in the student's word.
2. Behavior which never reflects discredit upon the individual nor the community: Creditable conduct requires moral and social responsibility, good taste, self-control, avoidance of offense to others and regard for the reputation of the School, which is affected by the conduct of every student wherever she appears.
3. Consideration for the rights of others:
  - A. Strict observance of quiet hours.

- B. Adherence to the smoking regulations.
- C. Sincere cooperation: Regulations have been established for community welfare and efficiency in practical administration. They apply to all. An honest effort to be on time, to be careful of details, and to be thoughtful of others is part of our way of life. Chronic carelessness, tardiness or noisiness is indicative of an uncooperative attitude.

### **CLINICAL SITUATION:**

When honor is not upheld in the clinical situation, each student is expected to assume responsibility for assisting another to report her acts. The report should be made directly to the head nurse in charge of the unit. If it is necessary for another student to report an incident, she should report it to the head nurse. Subsequent action will be taken through established channels.

## **CONSTITUTION**

### **Preamble**

We, the students of the Department of Nursing of the Faculty of Medicine, Columbia University, in order to maintain the standards of our school, to promote group cooperation, individual responsibility, intelligent citizenship and to assist in student-faculty coordination, do organize as the Student Government Association and establish this Constitution.

The faculty supports the Student Government Association in its efforts toward achieving common goals.

The association has been entrusted with the responsibility for planning, implementing and evaluating an organization and program for achieving its purposes in relation to student living and social and other co-curricular activities. The Honor System is recognized as being vital to the stated aims and is the responsibility of the Association. These responsibilities have been delegated within a framework consistent with the philosophy of the School and associated agencies.

The student entering the School and the affiliating student, accept the obligation of self-government under the Honor System. The regulations which the Association has established represent the recognized ethical standards governing student life.

## **ARTICLE I. Name:**

The name of this organization is the Student Government Association of the Department of Nursing of the Faculty of Medicine, Columbia University. Hereafter it shall be referred to as the Association.

## **ARTICLE II. Membership:**

All students of the School shall be active members of the Association.

## **ARTICLE III. Officers:**

The officers, who will be elected by the student body, shall consist of a President, two Vice-Presidents, a Secretary and a Treasurer.

## **ARTICLE IV. Advisors:**

There shall be an Association Advisor from the administrative staff of the School. All faculty representatives to the Association shall act in an advisory capacity.

## **ARTICLE V. Organization:**

**SECTION I.** There shall be an Executive Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association
- The Secretary of the Association
- The Treasurer of the Association
- The Chairman of the Activities Council
- The Third Year Class President
- One Third Year Class representative
- The Second Year Class President
- One Second Year Class representative
- The First Year Class President
- Two First Year Class representatives
- The Third Year Class Representative to the Student Nurses' Association of New York State
- The Second Year Class Representative to the Columbia Council
- A member from the Administrative Faculty
- The Faculty Advisor of the Student Association

**SECTION II.** There shall be an Honor Board consisting of the following members:

- The President of the Association
- The two Vice-Presidents of the Association
- The President of the Second Year Class
- The President of the First Year Class
- A member from the Administrative Faculty
- The Faculty Advisor to the Association
- and/or other Faculty Members as deemed necessary by the Honor Board.

**SECTION III.** There shall be a Judiciary Board consisting of the following members:

- The Second Vice-President of the Association
- Two Third Year Class representatives
- Two Second Year Class representatives
- Two First Year Class representatives
- Two Affiliating Student representatives

**SECTION IV.** There shall be a Residence Council consisting of the following members:

- The First Vice-President of the Association
- One representative from each corridor
- The Chairman of the Sewing Committee
- The Director of Residence and Health
- One resident Faculty member

**SECTION V.** There shall be an Activities Council consisting of the following members:

- The Chairman of the Activities Council
- The Co-chairman of the Activities Council
- The Committee and Club Chairmen
- The Vice-President of each class
- The Director of Recreation

## **ARTICLE VI. Meetings:**

**SECTION I.** An annual meeting of the Association shall be held in the Spring for the installation of the officers for the ensuing year.

**SECTION II.** The Executive Board shall hold a meeting once a month. Special meetings shall be held at the discretion of the members of that Board.

**SECTION III.** The Honor Board shall meet when necessary, or upon request of the Judiciary Board.

**SECTION IV.** The Judiciary Board shall meet at least once a month and whenever deemed necessary by the chairman.

**SECTION V.** The Residence Council shall meet at least once a month and whenever deemed necessary by the chairman.

**SECTION VI.** The Activities Council shall hold a meeting once a month. Special meetings shall be held at the discretion of the Chairman.

## **ARTICLE VII. Class Organizations:**

**SECTION I.** There shall be three class organizations, First, Second and Third Year.

**SECTION II.** The First Year Class shall elect one President, one Vice-President, one Secretary, one Treasurer, two representatives to the Executive Board, two representatives to the Judiciary Board, one Representative to the Student Nurses' Association of New York State, and the Secretary to the Activities Council.

**SECTION III.** The Second Year Class shall elect one President, one Vice-President, one Secretary, one Treasurer, one Representative to the Executive Board, two Representatives to the Judiciary Board, one Representative to the Student Nurses' Association of New York State and one Representative to the Columbia University Student Council.

**SECTION IV.** The Third Year Class shall elect one President, one Vice-President, one Secretary, one Treasurer, one Representative to the Executive Board, two Representatives to the Judiciary Board, one Representative to the Student Nurses' Association of New York State, and one Representative to the Columbia University Student Council.

## **ARTICLE VIII. Amendment:**

Any amendment to this Constitution shall be submitted, in writing to the Executive Board of the Association. Such amendment must be

signed by twenty-five members of the Association at large. Following Board approval it shall be posted two weeks before an Association meeting at which time the amendment shall be read by the Secretary of the Association under the heading of new business. After said amendment has been read, a two-thirds vote of the members present and voting is required for its adoption.

## ARTICLE IX. Procedure of Meetings:

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all business meetings within the framework of the Association except when in conflict with this Constitution.

# BY-LAWS

## ARTICLE I. Duties of Membership:

SECTION I. To participate in the activities of this Association.

SECTION II. To attend all Association meetings.

## ARTICLE II. Duties of Officers:

SECTION I. The President of the Association shall have the power to call a meeting of any branch of the Association. The President shall preside over meetings of the Association and the Executive Board; be a member of the Honor Board; act as representative of that Board on the Executive Board. It shall be her duty to appoint any special committees. She shall represent the Association upon request and be an ex-officio member of all divisions of the Association.

SECTION II. The First Vice-President of the Association shall assume the duties of the President in the absence of the latter. She shall be Chairman of the Residence Council and shall call and preside over those meetings, and shall represent the Council on the Executive Board. She shall also be a member of the Honor Board. She shall be Chairman of the Student Committee on First Year Orientation to the Association, and shall represent that class until officers are elected. She shall act as chairman of the Nominating Committee for the Association elections.

**SECTION III.** The Second Vice-President of the Association shall assume the duties of the President in the absence of the President and the First Vice-President. She shall also be a member of the Executive Board. She shall be chairman of the Judiciary Board and shall represent that Board on the Honor Board.

**SECTION IV.** The Secretary of the Association shall record proceedings of the Association's meetings. She shall be a member of the Executive Board and shall record its proceedings. She shall be responsible for proper notification of meetings of the Association and Executive Board and shall be responsible for all permanent records of the Association.

**SECTION V.** The Treasurer of the Association shall keep records of all funds of the Association and shall expend the funds upon the order of the President. She shall submit to the Executive Board in April the account of the current year and a budget of the proposed expenditures of the Association for the following year.

### **ARTICLE III. Divisions of the Association**

**SECTION I.** The Executive Board shall administer the affairs of the Association. It shall receive and act on reports and recommendations from all divisions of the Association. It shall discuss any questions referred to it for consideration by any group or any individual within the Association and shall act on these matters or submit proposals for action to the appropriate divisions. Students representing specific interests may attend Board meetings upon the invitation of the President. The affiliating students shall be represented on the Executive Board by the Advisor of the Association. The elected officers of the Association shall have the power to act in emergency situations between sessions.

**SECTION II.** The Honor Board shall act with the Judiciary Board in promoting the development and maintenance of the Honor System. It shall deal with major infractions and offences of the Honor System referred to it by the Judiciary Board.

**SECTION III.** The Judiciary Board shall act with the Honor Board in promoting the development and maintenance of the Honor System.

It shall hold hearings of all cases of infractions and offences of School regulations and ethical standards governing student life, following which it shall take appropriate action or refer the case to the Honor Board. If the offender disagrees with the decision of the Judiciary Board, she may refer her case to the Honor Board.

**SECTION IV.** The Residence Council shall be responsible for creating and maintaining living conditions conducive to academic accomplishment, to individual development and social responsibility and to health and happy living. Student representatives from the north, south and center corridors of each floor, together with the Residence and Sewing Committees, shall set up such rules as are necessary to accomplish the above, subject to approval of the Executive Board. Floor representatives and members of these committees shall be appointed or elected at the Chairman's discretion.

**SECTION V.** The Activities Council shall establish an efficient co-curricular program and coordinate school activities. The Chairman shall be the Co-Chairman from the preceding year. The Co-Chairman shall be elected by the Student Government Association in January. These two shall act coordinately together for the year when a new Co-Chairman shall be elected and the present Co-Chairman shall become the Chairman. There shall also be a Secretary elected in October from the First Year Class. The Chairman shall make arrangements for announcements in the Association meetings, pertaining to the Activities Council.

- a. All standing Committees and Clubs of the Council shall be directly responsible to the Activities Council and shall be represented on the Executive Board by the Chairman of that Council.
- b. The following are the standing committees and clubs of the Activities Council, the duties and responsibilities of which are explained in the Student Handbook under "co-curricular activities."
  1. Affiliating Committee
  2. Bulletin Board Committee
  3. Lending Library Committee
  4. Athletic Club
  5. Station Wagon Committee

6. Thrift Shop Committee
7. Vital Signs Committee
8. Freshman Orientation Committee
9. Dramatic Club
10. Glee Club
11. Polygon Club
12. Social Committee

**SECTION VI.** Divisions of the Association, Committees, Clubs and Classes shall submit to the Secretary of the Association, bi-annually in January and June, a written activities report.

## **ARTICLE IV. Meetings:**

**SECTION I.** The Association shall hold scheduled meetings the second week of September and the first week of November, January, March and May. Special meetings may be called at the discretion of the President or upon request of the Executive Board.

**SECTION II.** Attendance at Association meetings shall be expected of all members. This is considered a matter of honor.

**SECTION III.** Meetings of the Divisions of the Association and of committees and clubs shall be held at least once a month. The time and place of such meetings shall be posted one week prior to the meeting. Special meetings may be called at the discretion of the Chairman.

**SECTION IV.** A majority of the membership shall constitute a quorum for the transaction of the business of the Association or of any division thereof.

## **ARTICLE V. Nominations, Elections and Recall**

### **SECTION I. Nominations**

- a. A Nominating Committee for the Association elections shall be formed annually in January. It shall consist of the First Vice-President of the Association who shall act as Chairman, the President, Vice-President and three elected representatives from both the First Year and Second Year Classes.

- b. At a Second Year Class meeting, the President shall accept recommendations from the floor for the Offices of President, First Vice-President and Second Vice-President of the Association.
- c. At a First Year Class meeting, the President shall accept recommendations from the floor for the offices of Secretary and Treasurer of the Association.
- d. The Class Presidents shall submit these recommendations to the Nominating Committee. This committee shall select three candidates and two alternates for each office with due consideration to the submitted recommendations; however, the Nominating Committee shall not be confined to those recommended by the classes.
- e. The Nominating Committee shall submit its selections of the three candidates and two alternates for each office to the Faculty for approval on the basis of the individual's health record and academic standing.
- f. Following Faculty approval, and the nominees having accepted nominations, the final slate shall be posted and elections are to take place.
- g. No member of the Association shall be eligible for election to more than one office concurrently.
- h. A candidate who accepts nomination for any office must agree that if elected, she will not resign from that office in order to accept another.

## SECTION II. Elections

- a. The annual election of officers of the Association shall be held by the first week in April.
- b. The officers of the Association shall be elected by ballot, the candidate receiving a plurality of votes cast to be elected and take office immediately after graduation.
- c. The Nominating Committee shall be responsible for the mechanics of the election.
- d. Qualifications
  - 1. The President, First Vice-President and Second Vice-President shall be elected from Group B of the incoming Third Year Class.

2. The Secretary and Treasurer shall be elected from the incoming Second Year Class.
  - e. The Advisor and any other Faculty representative to the Association shall be selected in a manner decided upon by the Faculty.
  - f. Chairmen of standing committees and clubs shall be elected by their respective committees.
  - g. If any office is vacated it shall be filled by appointment of the Executive Board unless otherwise determined by that Board.
- h. Class Elections
1. The officers of the First Year Class shall be elected by the following the elections. The First Vice-President of the Association shall accept nominations from the floor at a class meeting.
  2. The officers of the Second and Third Year Classes shall be elected by the first week in May and shall take office immediately after graduation exercises.
    - a) Nominations shall be accepted from the floor at a class meeting and shall then be submitted to the Class Nominating Committee which shall consist of the Class Secretary, Treasurer, and three elected representatives from the class.
    - b) The Class Nominating Committee shall work in the same manner as the Nominating Committee for the Association elections. (See Article V, Section I, d, e, and f.)
  3. To hold a class office it is required that the student have an academic standing and health record acceptable to the Faculty.
  4. All class representatives to the Association or any division thereof shall be elected at the time of the class elections.
  5. A class representative to the Executive Board is elected by her class to represent its opinions and feelings on various issues concerning the entire student body or her class.

6. A Class Advisor shall be elected by the First Year Class at the first organized class meeting following class elections. A list of Faculty members available for this position may be obtained from the Advisor of the Association. The Class Advisor shall be an honorary class member and share with the class the responsibility for all its activities.
7. Each Second Year Class shall elect an honorary member who is known for his or her interest in nursing.

### **SECTION III. Recall**

- a. An officer of the Association may be recalled from office upon petition for recall signed by at least one-fourth of the members of the student body and confirmed by a two-thirds vote of the students.
- b. Recall of class officers may be accomplished in the same manner.

## **ARTICLE VI. Amendment**

Any amendment to these By-Laws shall be submitted in writing, to the Executive Board of the Association. Such amendment must be signed by twenty-five members of the Association at large. Following Board approval it shall be posted two weeks before an Association meeting at which time the amendment shall be read by the Secretary of the Association under the heading of new business. After said amendment has been read a two-thirds vote of the members present and voting is required for its adoption.

## **ARTICLE VII. Parliamentary Authority**

Parliamentary procedure, according to Roberts' Rules of Order, is to be followed in all Association meetings within the framework of the Association except when in conflict with these By-Laws.

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## **“P.H.” HYMN**

(Tune: Dear Lord and Father of Mankind)

Dear Alma Mater from whose heights  
All healing grace descends,  
Enduring may thy help abide,  
Reflect in us thy power to guide  
Humanity as friends.

Across the shifting sands of time  
The forward pathway leads,  
With courage, faith and will our guard  
As “Neighbors” serve without regard  
To color, race or creeds.

Oh, grant us Lord that we may feel  
Thy strength along the way,  
The glory of Thy wisdom fill  
Each loyal heart and mind until  
Our last Commencement Day.

Cecile Covell, '26











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